

FACULTY OF COMMERCE

SYLLABUS FOR THE BATCH FROM THE YEAR 2023 To Year 2026

Programme Code: BCH

Programme Name: Bachelor in Commerce B.COM (Hons.)

(Semester I-VI)

Examinations: 2023-2026



**PG DEPARTMENT OF COMMERCE AND
BUSINESS ADMINISTRATION
KHALSA COLLEGE, AMRITSAR**

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(c) Please visit the College website time to time.**

S.No.	PROGRAMME OBJECTIVES
1.	To promote understanding of the issues confronting the business world and the economy as a whole.
2.	To provide the knowledge and capability of understanding the business world and its complexities.
3.	It helps to understand various systems, policy framework, and strategies needed to administer the rapid changes in an organization's globally-oriented environment.
4.	It will also develop the ability and competence to have a problem-solving approach towards the issues which accompany the dynamism attached to the business world.
5.	This degree course intends to inculcate attitudes and character that will help students evolve into sensitive and technically sound future business leaders rather than managers and aims at enhancing the employability options of the students.

S.No.	PROGRAMME SPECIFIC OUTCOMES (PSOS)
PSO-1	The students will get the knowledge and skills after completing B.com degree programme which will enable them to become Manager, Accountant, Auditor, Stock Agents, Tax consultant and help in other financial supporting services.
PSO-2	Students can pursue professional programs such as C.A., C.S., CMA as well as other courses, etc.
PSO-3	The students will acquire the knowledge and required skills in the areas of communication, decision making, innovations and problem solving which would be very helpful in tackling their day to day business activities.
PSO-4	Students will gain knowledge about various disciplines of commerce such as Finance, Auditing, Taxation, Accounting, Management, Business Communications, Business Statistics, Business Economics, Indian Economy and Computers.
PSO-5	Advanced accounting career skills will enable the students to apply both quantitative and qualitative knowledge to their future business careers.

B.Com (Hons.)Semester System (2023-26)

PSO-6	After B.Com, the students can pursue their higher education and can do research in the field of Finance, Accounting, Commerce and Economics.
PSO-7	Students will be able to analyse the contemporary issues and problems of Indian economy, the knowledge of which would help them in clearing competitive exams.
PSO-8	Students will understand basic statistical techniques which would be very useful for business and economic analysis.

COURSE SCHEME											
SEMESTER - I											
Course Code	Course Name	Hours/Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
BCG - 103	Financial Accounting	4	3	1	-	4	75	-	25	100	1-2
BCG - 104	Business Organization	4	4	-	-	4	75	-	25	100	3-4
BCG - 105	Business Communication	4	4	-	-	4	75	-	25	100	5-6
Minor Courses (If Any)											
BCG - 106	Business Statistics	4	4	-	-	4	75	-	25	100	7-8
Compulsory Courses											
BENC - 1105	English (Compulsory)	4	4	-	-	4	75	-	25	100	9-10
BPBI- 1101	Punjabi Compulsory	4	4	-	-	4	75	-	25	100	11
BPBI- 1102	Basic Punjabi	4	4	-	-	4	75	-	25	100	12
BPHC- 1104	PHC	4	4	-	-	4	75	-	25	100	13-14
Ability Enhancement Courses											
CS- BCG - 107	Computer Fundamentals	4	3	-	1	4	50	25	25	100	15-16
Value Added Courses											
ZDA- 111	Drug Abuse: Problem, Management & Prevention	2	2	-	-	2				50	17-18

SEMESTER - II											
Course Code	Course Name	Hours/ Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
BCG – 203	Advanced Financial Accounting	4	2	1	1	4	50	25	25	100	19-20
BCG – 204	Commercial laws	4	4	-	-	4	75	-	25	100	21-22
BCG – 206	Functional Management	4	3	1	-	4	75	-	25	100	23-24
BCG – 207	Seminar	2	2	-	-	2				50	25
BCH-209	Banking and Financial System (Group I)	4	4	-	-	4	75	-	25	100	26-27
BCH-210	Production Management (Group II)	4	4	-	-	4	75	-	25	100	28-29
BCH-211	Principles and Practice of Life Insurance (Group III)	4	4	-	-	4	75	-	25	100	30-31
BCH-212	Management of International Business Operation (Group IV)	4	4	-	-	4	75	-	25	100	32-33
Minor Courses (If Any)											
BCG – 205	Business Economics	4	4	-	-	4	75	-	25	100	34-35
Compulsory Courses											
BENC - 1205	English (Compulsory)	4	4	-	-	4	75	-	25	100	36-37
BPBI– 1201	Punjabi Compulsory	4	4	-	-	4	75	-	25	100	38
BPBI- 1202	Basic Punjabi	4	4	-	-	4	75	-	25	100	39
BPHC- 1204	PHC	4	4	-	-	4	75	-	25	100	40-41
Ability Enhancement Courses											
CS-BCG-208	PC Software In Business Applications	4	3	-	1	4	50	25	25	100	42-43
Value Added Courses											
ZDA-121	Drug Abuse: Problem, Management & Prevention	2	2	-	-	2				50	44-45

COURSE SCHEME											
SEMESTER - III											
Course Code	Course Name	Hours/Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
BCG -303	Corporate Accounting	4	3	1	-	4	75	-	25	100	46-47
BCG -304	Company laws	4	4	-	-	4	75	-	25	100	48-49
BCG -305	Financial Management	4	3	1	-	4	75	-	25	100	50-51
BCG -306	International Business	4	4	-	-	4	75	-	25	100	52-53
BCG -307	Industrial laws	4	4	-	-	4	75	-	25	100	54-55
BCH -308	Electronic Banking & Risk management (Group-I)	4	4	-	-	4	75	-	25	100	56-57
BCH -309	Quality Management (Group-II)	4	4	-	-	4	75	-	25	100	58-59
BCH-310	Principles and Practices of General Insurance (Group-III)	4	4	-	-	4	75	-	25	100	60-61
BCH-311	India's Foreign Trade (Group-IV)	4	4	-	-	4	75	-	25	100	62-63
Minor Courses (If Any)											
Compulsory Courses											
BENC - 2305	English (Compulsory)	4	4	-	-	4	75	-	25	100	64-65
BPBI- 2301	Punjabi Compulsory	4	4	-	-	4	75	-	25	100	66
BPBI- 2302	Basic Punjabi	4	4	-	-	4	75	-	25	100	67
BPHC- 2304	PHC	4	4	-	-	4	75	-	25	100	68-69
Ability Enhancement Courses											
Value Added Courses											
ESL- 221	Environmental Studies-I	2	2	-	-	2				50 (qualifying)	70-71

COURSE SCHEME											
SEMESTER - IV											
Course Code	Course Name	Hours/Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
BCG -403	Goods and Service Tax	4	3	1	-	4	75	-	25	100	72-73
BCG -405	Principles and Practices of Banking & Insurance	4	4	-	-	4	75	-	25	100	74-75
BCG-406	Cost Accounting	4	3	1	-	4	75	-	25	100	76-77
BCG-407	Seminar	2	-	-	-	2	-	-	-	50	78
BCH-408	Accounting for bankers (Group-I)	4	4	-	-	4	75	-	25	100	79-80
BCH-409	Project Evaluation and management (Group-II)	4	4	-	-	4	75	-	25	100	81-82
BCH-410	Accounting for insurer (Group-III)	4	4	-	-	4	75	-	25	100	83-84
BCH-411	International Financial Management (Group-IV)	4	4	-	-	4	75	-	25	100	85-86
Minor Courses (If Any)											
BCG - 404	Indian Economy	4	4	-	-	4	75	-	25	100	87-88
Compulsory Courses											
BENC - 2405	English (Compulsory)	4	4	-	-	4	75	-	25	100	89-90
BPBI- 2401	Punjabi Compulsory	4	4	-	-	4	75	-	25	100	91
BPBI- 2402	Basic Punjabi	4	4	-	-	4	75	-	25	100	92
BPHC- 2404	PHC	4	4	-	-	4	75	-	25	100	93-94
Ability Enhancement Courses											
Value Added Courses											
ESL- 222	Environmental Studies-II	2	2	-	-	2				50 (qualifying)	95-97

BCG-103: FINANCIAL ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The Question Paper covering the entire course shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
3. The candidates are allowed to use [Non-Scientific] calculator.

Course Objective:

To make students aware about the conceptual framework of accounting and inculcates the techniques, methods and practice of preparing final accounts, voyage accounting, branch accounting and departmental accounting.

Course Content:

Section - A

Introduction - Nature of financial Accounting, Scope, Objectives, limitations, Accounting concepts and conventions. Journal, Ledger and Trial Balance.

Conceptual Frame Work for preparation and presentation of financial statements, Capital, Revenue and Deferred revenue expenditure, Capital and revenue receipts.

Section - B

Final Accounts of Sole Proprietor

Voyage Accounts- Meaning, accounting treatment in case of complete voyage & incomplete voyage.

Section - C

Hire purchase & Instalment System:-Hire Purchase System: features, according treatment in the books of hire purchaser and hire vendor, default and repossession. Instalment Purchase System: Difference between Hire Purchase and Instalment Purchase System, Accounting Treatment in the books of purchaser and vendor.

Section - D

Departmental Accounts

Meaning, Objectives, Advantages, Accounting procedure –Allocation of expenses and incomes, Interdepartmental transfers.

Branch Accounts- Features, Objectives, Types of branches –Dependent branches– Debtors System, Stock and Debtors System, Final Accounts System, Wholesale Branch System, Independent branches –Features.

Books Prescribed:

1. Maheshwari, S.N. and Maheshwari, S.K, “*Financial Accounting*”, 2009, Vikas Publishing House, New Delhi.
2. Narayanswami, R., “*Financial Accounting: A Managerial Perspective*”, 3rd Edition, 2008, Prentice Hall of India, New Delhi.
3. Mukherjee, A. and Hanif, M., “*Financial Accounting*”, 1st Edition, 2003, Tata McGraw Hill.
4. Ramchandran, N. and Kakani, R.K., “*Financial Accounting for Management*”, 2nd Edition, 2007, Tata McGraw Hill.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	To develop and understand the nature and purpose of financial statements in relationship to decision making.
CO2	To improve the ability of students to use a basic accounting system to create (record, classify, and summarize) the data needed to solve a variety of business problems.
CO3	To provide knowledge of various accounting concepts, conventions and policies developed by ICAI.
CO4	To inculcates the techniques, methods and practice of preparing final accounts, voyage accounting, branch accounting and departmental accounting.

BCG-104: BUSINESS ORGANISATION

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

The purpose of this paper is to impart to the students an understanding of various forms of business organizations with a view to provide an insight of the modern business practices, procedures and functioning of business organizations.

Course Content:

SECTION-A

Business: Meaning and types, profession - meaning and importance of business organization. Social Responsibilities of Business, Business Ethics.

SECTION-B

Forum of Business organization - Sole trader, Partnership, Joint Hindu family, Joint stock companies, Co-operative societies, Public utilities and Public enterprises.

Public Sector vs. Private sector

SECTION-C

Location of industry- Factors influencing location, Size of industry, Optimum firm, Advantages of large scale operation, limitation of small scale operation, Industrial estates,

District Industries Centres.

SECTION-D

Stock Exchange – Function, Types, Major Stock Exchanges of India, Listing a company on Stock Exchange, IPO Application Process. Business Combination - Causes, Types, Effects of Combination in India.

Role of Chamber of commerce - Function, Objectives, Working in India.

Books Prescribed:

1. Bhusan, Y.K. “*Fundamentals of Business Organisation and Management*”, 1980, Sultan Chand & Sons, New Delhi.
2. Tulsian, P.C.and Pandey V., “*Business Organisation and Management*”, 2009, Pearson Education, New Delhi
3. Talloo, T.J., “*Business Organisation and Management*”, 2008, Tata McGraw Hill Company, New Delhi
4. Basu, C.R., “*Business Organisation and Management*”, 2010, Tata McGraw Hill Company, New Delhi
5. Singla, R.K., “*Business Organisation & Management*”, 2011, VK (India) Enterprises, New Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	To familiarize students with theoretical knowledge in management and the various aspects of managing people.
CO2	To assess the ability of students to manage, lead and work with other people in managing organization.
CO3	To evaluate and improve the behavior of people working in the organization.

BCG-105: BUSINESS COMMUNICATION

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

The object of this subject is to inculcate communication skills among the students like speaking, listening as well as writing skills.

Course Content:

Section - A

Business Communication – Meaning & Importance, Characteristics of communication. Communication, Purpose, Process, Elements, Barriers to Communication and Conditions for Successful Communication. Forms of Communication, Basic Models of Communication, 7C's of Effective Business Communication.

Organizational Communication: Importance of Communication in Management, Formal and Informal Communication, Internal and external communication.

Section - B

Presentation Skills: Presentation on any Chosen Topic, Oral Presentations, Methods of writing an oral presentation, Role of visual aids in presentation, Sales Presentation. Principles of Oral Presentations, Factors affecting presentations.

Business Etiquette: Understanding Etiquette, Cross-Cultural Etiquette, Business manners. Business to Business Etiquette.

Section - C

Internal Correspondence: Memos, Guidelines for writing a memo, Circulars, Notices, Office Orders.

Correspondence with banks- Regarding overdrafts, purpose of bank correspondence, features of bank correspondence, Cash credits, Loans; Drafting of sales letters, Circulars, Preparation of sales reports.

Customers' Correspondence- Complaints, Regarding dues, follow up letters.

Section - D

Secretarial Correspondence: Correspondence with shareholders, who is company secretary, Duties of company secretary, debenture holders regarding dividend, interest, transfer-transmission. Communicating with statutory authorities and bodies like Stock exchange, RBI, SEBI, Preparation of Resume, Job application, Drafting of interview letters, Call letters, Final appointment orders.

Books Prescribed:

1. Taylor, S. and Chandra, V., "*Communication for Business: A Practical Approach*", Fourth Edition, 2011, Pearson Education.
2. Bovee, C. and Thill, J., "*Business Communication Today*", 2011, Prentice Hall.
3. Sethi, A and Adhikari, B. "*Business Communication*", 2009, McGraw Hill Education.
4. Kaul, A., "*Business Communication*", 2004, Prentice Hall of India, New Delhi.
5. Dulek, R. and Fielden, J., "*Principles of Business Communication*", 1990, Macmillan Publishing Co., New York.
6. Sharma, R.C. & Mohan, K. "*Business Communication & Report Writing*", 4/e, 2010, Tata McGraw Hill Pvt Ltd, New Delhi.
7. Ramesh, M.S. & C. Pattanashetti, "*Effective Business English and Communication*", New Delhi, Published by G.S. Sharma, Prop. R. Chand & Co.
8. Majumdar, M., "*Commercial Correspondence*", 11th Edition, Bookland, Calcutta.
9. Rai, U. & Rai, S.M., "*Commercial Correspondence and Report Writing*", 2009, Himalaya Publishing House, New Delhi
10. Pal, R. & Korlahalli, J.S., "*Essentials of Business Communication*", 2008, Sultan Chand & Sons, New Delhi.

Note: Latest edition of suggested books may be considered.

**COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES)
(ATTAINMENT OF COURSE OUTCOMES) (CO):**

Sr. No.	On completion of this course, the students will be able to:
CO1	The course enables the students in learning the art of fluent communication.
CO2	The course also enhances the speaking, listening as well as writing skills of the students.

BCG-106: BUSINESS STATISTICS

Time Hours: 3

Credit Hours Per Week:4

Total Teaching Hours: 60

Total Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A, B, C, D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A,B ,C, D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
3. Students are allowed to use non-scientific calculator.

Course Objective: This course aims to impart the knowledge about various statistical techniques, which will enable the students to better understand the concepts like Inflation, GDP growth rate, population growth rates etc. Statistical techniques are very helpful to the students in their research work/ projects as well.

Section A

Definition, Functions, Scope and Limitations of Statistics.

Measures of Central Tendency: Types of averages – Arithmetic Mean (Simple and Weighted), Median and Mode.

Section B

Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation and Coefficient of Variation.

Simple Correlation and Regression: Meaning, Types, Karl Pearsons & Rank Correlation (Excluding grouped data), Probable error.

Section C

Index Numbers: Meaning and importance, Methods of construction of Index Numbers:

Weighted and unweighted; Simple Aggregative Method, Simple Average of Price Relative Method,

Weighted index method: Laspeyres method, Pasches method and Fishers Ideal method including Time and Factor Reversal tests, Consumer Price Index.

Section D

Time Series Analysis: Components, Estimation of Trends (Graphical method, Semi Average Method, Moving Averages method and Method of Least Squares for linear path).

Probability: Conceptual meaning and definition of probability, Theorems of probability-addition and multiplication theorem of probability and concept of conditional probability (simple applications only).

Suggested Readings:

1. Levin, Richard and David S. Rubin. “*Statistics for Management*”. 7th Edition, rentice Hall of India, New Delhi.
2. Chandan, J.S., “*Statistics for Business and Economics*”, Ist Edition, (1998), Vikas Publishing House Pvt. Ltd.
3. Render, B. and Stair, R. M. Jr., “*Quantitative Analysis for Management*”, 7th Edition, Prentice-Hall of India, New Delhi.
4. Gupta C B, Gupta V, “*An Introduction to Statistical Methods*”, 23rd Edition (1995), Vikas Publications.
5. Siegel, Andrew F, *Practical Business Statistics*. International Edition, 5th Edition (2001), McGraw Hill Irwin.
6. Berenson, L.M., Krehbiel, T.C., Vishwanathan, P.K. and Levine, D.M., “*Business Statistics: A First Course*”, 4th Edition (2008), Pearson Education.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	Acquire knowledge in descriptive and inferential statistics and it’s applications in diverse field
CO2	Calculate and interpret the correlation between two variables.
CO3	Estimate simple linear regression analysis, regression coefficients and fit regression model to study relationships between variables
CO4	Demonstrate understanding of concepts of time series and index numbers and it’s applications in different areas
CO5	Use the basic probability rules, including additive and multiplicative laws.

BENC-1105 ENGLISH (COMPULSORY)

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

1. **Twenty (20)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen (15)**

(15X1= 15 Marks)

Section–B

2. **EIGHT (8)** questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Five (5)** questions, choosing at least TWO from each prescribed text. The fifth question may be attempted from any prescribed text. The answer to each question should not exceed 15-20 sentences.

(5X4=20 Marks)

Section–C

3. **One** question with internal choice, from *Tales of Life*, will be set.
(1X8 =8 Marks)
4. **One** question with internal choice, from *Prose for Young Learners*, will be set.
(1X8 =8 Marks)
5. **Six(6)** words on vocabulary will be set from the prescribed texts. The students will be required to answer any **Four(4)**.
(4X1= 4 Marks)

Section-D

6. A question requiring the students to write a **Paragraph** on **ONE** of the **TWO** given topics.
(1X6 = 6 marks)
7. A question requiring the students to write an **APPLICATION** to the Head of an educational institution on **ONE** of the **TWO** given Topics.
(1X8=8 Marks)

8. **Eight(8)** Isolated Sentences on Translation from English to Vernacular (Punjabi/

Hindi) will be set. The Students will be required to attempt any **Six(6)**.

(6X1= 6 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To familiarise the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

Course Contents:

- 1) Stories at Sr. No. 1,2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr. No. 1,2,3,5,6 from *Prose for Young Learners*.
- 3) Unit 1-25 from *Murphy's English Grammar*.

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
3. *Murphy's English Grammar 4th Edition*(by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu.
2. comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them.
3. understand fundamental grammatical rules governing tenses and make correct usage in their language.
4. write paragraphs on any given topic.

**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
Semester-I
Compulsory Course
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ**

Credit & Marks Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam	Eligibility criteria	Pre- requisite of the course (any)
			L	T	P	Theory	IA			
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ BPBI-1101	60	4	4	0	0	75	25	3 Hours	Class 12th pass in any stream	Studied Punjabi to 10th Standard working knowledge of Punjabi Language

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective

- ਵਿਦਿਆਰਥੀਆਂ ਵਿਚ ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਪੈਦਾ ਕਰਨਾ।
- ਆਲੋਚਨਾਤਮਕ ਰੁਚੀਆਂ ਵਿਕਸਤ ਕਰਨਾ।
- ਵਿਦਿਆਰਥੀ ਦਾ ਹੋਰ ਵਿਸ਼ਿਆਂ ਸੰਬੰਧੀ ਬੋਧ ਵਿਕਸਿਤ ਕਰਨਾ।
- ਭਾਸ਼ਾਈ ਨੇਮਾਂ ਦੀ ਸਮਝ ਨੂੰ ਵਿਕਸਤ ਕਰਨਾ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)

- ਵਿਦਿਆਰਥੀ ਵਿਚ ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਵਿਕਸਤ ਹੋਣਗੀਆਂ।
- ਵਿਦਿਆਰਥੀ ਦੀ ਸਾਹਿਤ ਸਿਰਜਣਾ ਦੀ ਸੰਭਾਵਨਾ ਵਧੇਗੀ।
- ਵਿਦਿਆਰਥੀ ਹੋਰ ਵਿਸ਼ਿਆਂ ਦਾ ਗਹਿਨ ਅਧਿਐਨ ਕਰਨ ਦੇ ਕਾਬਲ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀ ਭਾਸ਼ਾ ਦੇ ਵਿਆਕਰਨਿਕ ਪ੍ਰਬੰਧ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੇਢ-ਡੇਢ) ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ (Objective Type) 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਸਿਲੇਬਸ ਦੇ ਬਾਕੀ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਲੇਖ ਨੁਮਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 15 ਅੰਕ ਹੋਣਗੇ। ਪੇਪਰ ਸੈਂਟਰ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 25 ਅੰਕਾਂ ਦੀ ਹੈ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 75+25=100 ਹਨ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਸਾਹਿਤ ਦੇ ਰੰਗ, ਡਾ. ਮਹਿਲ ਸਿੰਘ (ਸੰਪਾ.), ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
ਭਾਗ ਪਹਿਲਾ - ਕਵਿਤਾ ਅਤੇ ਕਹਾਣੀ, ਡਾ. ਮਹਿਲ ਸਿੰਘ ਅਤੇ ਡਾ. ਆਤਮ ਰੰਧਾਵਾ (ਸਹਿ ਸੰਪਾ.)
(ਕਵਿਤਾ ਭਾਗ ਵਿਚੋਂ ਪ੍ਰਸ਼ਨ ਸਹਿਤ ਵਿਆਖਿਆ/ਕਵਿਤਾ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ। ਕਹਾਣੀ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ)

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਸੰਪਾ. ਬਲਵੰਤ ਗਾਰਗੀ)
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿੱਲ ਤੋਂ ਭਾਈ ਸਮੁੰਦ ਸਿੰਘ ਤਕ)
(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਪੈਰੂਾ ਰਚਨਾ
(ਅ) ਪੈਰੂਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ।

ਭਾਗ-ਚੌਥਾ

(ੳ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ,
: ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ
(ਅ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ : ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ।

**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
Semester-I
Compulsory Course
ਮੁਢਲੀ ਪੰਜਾਬੀ
(In Lieu of Compulsory Punjabi)**

Credit & Marks Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam	Eligibility criteria	Pre-requisite of the course (if any)
			L	T	P	Theory	IA			
ਮੁਢਲੀ ਪੰਜਾਬੀ BPB1-1102	60	4	4	0	0	75	25	3 Hours	Class 12th pass in any stream	NOT Studied Punjabi up to 10th Standard

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective

- ਵਿਦਿਆਰਥੀ ਨੂੰ ਗੁਰਮੁਖੀ ਲਿਪੀ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ।
- ਵਿਦਿਆਰਥੀ ਨੂੰ ਸ਼ੁੱਧ ਪੰਜਾਬੀ ਪੜ੍ਹਨਾ-ਲਿਖਣਾ ਸਿਖਾਉਣਾ।
- ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀਆਂ ਵਿਆਕਰਨਕ ਬਾਰੀਕੀਆਂ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ।
- ਸ਼ੁੱਧ ਸੰਚਾਰ ਨੂੰ ਵਿਕਸਤ ਕਰਨਾ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)

- ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀ ਸਿਖਲਾਈ ਵਿਚ ਮੁਹਾਰਤ ਹਾਸਲ ਕਰਨਗੇ।
- ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਚ ਮੁਹਾਰਨੀ, ਲਗਾਂ-ਮਾਤਰਾਂ, ਸਵਰ ਅਤੇ ਵਿਅੰਜਨ ਅੱਖਰਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਸੰਬੰਧੀ ਸਮਝ ਵਿਕਸਿਤ ਹੋਵੇਗੀ।
- ਪੰਜਾਬੀ ਸ਼ਬਦ-ਜੋੜਾਂ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰਕੇ ਉਹ ਸ਼ੁੱਧ ਪੰਜਾਬੀ ਲਿਖਣ-ਪੜ੍ਹਨ ਦੇ ਸਮਰੱਥ ਹੋਣਗੇ।
- ਉਹ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਸ਼ੁੱਧ ਰੂਪਾਂ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰਨਗੇ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 01-01 ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ ਉੱਤਰ ਵਾਲੇ (Objective Type) 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਦੂਸਰੇ ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਕੋਈ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਤੀਸਰੇ ਭਾਗ ਵਿਚ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ। ਭਾਗ ਚੌਥੇ ਵਿਚ ਪੰਜ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਚਾਰ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 4-4 ਅੰਕ ਹੋਣਗੇ। ਭਾਗ ਪੰਜਵੇਂ ਵਿਚ ਦਸ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ 8 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਹਰ ਪ੍ਰਸ਼ਨ ਦੇ 2-2 ਅੰਕ ਹੋਣਗੇ।
ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 25 ਅੰਕਾਂ ਦੀ ਹੈ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 75+25=100 ਹਨ।

**ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ**

(ੳ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ:

ਨਾਮਕਰਣ ਤੇ ਸੰਖੇਪ ਜਾਣ-ਪਛਾਣ: ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ, ਅੱਖਰ ਕ੍ਰਮ, ਸਵਰ ਵਾਹਕ (ੳ, ਅ, ਏ), ਲਗਾਂ-ਮਾਤਰਾਂ, ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਨ, ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਨ, ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ

(ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

ਭਾਗ-ਦੂਜਾ

ਗੁਰਮੁਖੀ ਆਰਥੋਗਰਾਫੀ ਅਤੇ ਉਚਾਰਨ:

ਸਵਰ, ਵਿਅੰਜਨ: ਮੁਢਲੀ ਜਾਣ-ਪਛਾਣ ਅਤੇ ਉਚਾਰਨ, ਮੁਹਾਰਨੀ, ਲਗਾਂ-ਮਾਤਰਾਂ ਦੀ ਪਛਾਣ

ਭਾਗ-ਤੀਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਜੋੜ: ਮੁਕਤਾ (ਦੋ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਤਿੰਨ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ), ਸਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਬਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਔਕਤ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲੈਕਤ ਵਾਲੇ ਸ਼ਬਦ, ਲਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲਾਵਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਹੋਤੇ ਵਾਲੇ ਸ਼ਬਦ, ਕਨੌਤੇ ਵਾਲੇ ਸ਼ਬਦ, ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) ਵਾਲੇ ਸ਼ਬਦ

ਭਾਗ-ਚੌਥਾ

ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ ਸ਼ਬਦ

SEM -I
BPHC-1104: PUNJAB HISTORY & CULTURE (From Earliest Times to C 320 BC)
(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the Paper Setters:

Question paper should consist of two sections—Section A and Section B. The paper setter must ensure that questions in Section–A do not cover more than one point, and questions in Section–B should cover at least 50 per cent of the theme.

Section–A: The examiner will set 15 objective type questions out of which the candidates shall attempt any 10 questions, each carrying 1½ marks. The total weightage of this section will be 15 marks. Answer to each question should be in approximately one to two sentences.

Section–B: The examiner will set 8 questions, two from each Unit. The candidate will attempt 4 questions selecting one from each Unit in about 1000 words. Each question will carry 15 marks. The total weightage of this section will be 60 marks.

Note: The examiner is to set the question paper in two languages: English & Hindi.

Course Objectives: The main objective of this course is to educate the history and culture of the Ancient Punjab to the students who are not domicile of the Punjab. It aims to familiarize these students with the physical features of ancient Punjab and its impact on its history and culture. It also provides them information about the different sources to construct the history and culture of the ancient Punjab. The course intends to provide knowledge of social, economic, religious life of the Harappan civilization, Indo-Aryans, teachings and impact of Jainism and Buddhism in the Punjab.

Course Content:

Unit-I

1. Physical features of the Punjab and impact on history.
2. Sources of the ancient history of Punjab.

Unit-II

3. Harappan Civilization: Town planning; social, economic and religious life of the Indus Valley People.
4. The Indo-Aryans: Original home and settlement in Punjab.

Unit-III

5. Social, Religious and Economic life during Rig Vedic Age.
6. Social, Religious and Economic life during later Vedic Age.

Unit-IV

7. Teachings and impact of Buddhism.
8. Jainism in the Punjab.

Suggested Readings:-

L. Joshi (ed), *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd edition)

L.M. Joshi and Fauja Singh (ed), *History of Punjab*, Vol. I, Patiala 1977.

Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.

B.N. Sharma, *Life in Northern India*, Delhi. 1966.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	Learn the history and culture of the Ancient Punjab.
CO2	Study the physical features of ancient Punjab.
CO3	Understand about the sources of the history of the Punjab.
CO4	Analyse the social, economic, religious life of the Harappan civilization and Vedic-Aryans.
CO5	Learn the teachings and impact of Jainism and Buddhism in the Punjab.

SEM- I

CS-BCG-107: COMPUTER FUNDAMENTALS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory Marks: 50

Practical Marks:25

Internal Assessment: 25

Instructions for Paper Setters:

The question paper covering the entire course shall be divided into Four sections. It will consist of eight essay type/numerical questions with answer to each question up to five pages in length. Attempt any Five questions by selecting at least one question from every section. Fifth question from any section. Each question will carry 10 marks.

Course Objectives:

1. To familiarize the various parts of computer.
2. To study application of computers in different fields.
3. To recall the evolution of computers through various generation.
4. To acquire the knowledge of working of input and output devices.
5. To impart the knowledge of operating system and its types.

Section - A

Computer Introduction: Basics of Computer, General Features of Computers, History and Generations of Computer, Advantages and disadvantages of Computer, Block Diagram of Computer/various units of computer, Classification of Computer (Functional, Size and Capacity point of view), Applications of Computer in different fields.

Section – B

Input Devices: Keyboard, Mouse, Joystick, Light pen, Touch pad, Web Cam, Microphone, Scanner –OCR, OMR, MICR, Bar code reader.

Output Devices: VDU and its types, Printer with types, Plotter with type, Speaker, Multimedia Projector.

Section – C

Computer Memory/Storage media: Primary and Secondary memory, Secondary storage devices - Magnetic and Optical media. Memory storage measuring units.

Communication Devices: Modem/Router.

Computer Software: Introduction to software, Types of Software (System, Application and Service Software), Translator (Compiler, Interpreter and Assembler), Computer Language (High Level Language, Assembly Language and Machine Language).

Section – D

Operating System: Basic Functions and Types of Operating System.

MS Window 10 operating system: Desktop, Taskbar, Start button/Start Menu, Folder and Sub-Folder (Creation, rename and delete), Shortcut (Creation, rename and delete), Recycle bin and its use, working with Control Panel, Window Explorer operation, Add/delete Applications, Add/Remove Printer/Scanner, Windows Accessories.

Practical: Practical be based on Window 10 Operating System.

Suggested Readings:

1. Hunt, R., J. Shelley, Computers and Commonsense, Prentice Hall of India.
2. Sinha, Pradeep K. and Preeti Sinha, Foundation of Computing, BPB Publication.
3. Saxena, Sanjay, A First Course in Computers, Vikas Publishing House.
4. Leon A. & Leon M., Introduction to Computers, Leon Vikas Publications.
5. Gurwinder Singh and Rachhpal Singh, Windows Based Computer Courses, Kalyani Publications.
6. Kakkar D.N., Goyal R., Computer Applications in Management, New Age.
7. Basandra S.K., Computers Today, Galgotia. Note: Latest edition of suggested books may be considered.

Course Outcomes (Cos):

At the end of course students will be able to:

CO-1.	Acquire the computer terminology
CO-2.	Gain insight of working of input and output devices.
CO-3.	Possess the knowledge of importance of operating system in computer.
CO-4.	Understand the concept of storing of data in memory and its types.

Course Code: ZDA111

Course Title- Drug Abuse: Problem, Management and Prevention

PROBLEM OF DRUG ABUSE

(Compulsory for all Under Graduate Classes)

Credit hrs./wk.:2

Max. Marks: 50

Time: 3 Hours

Instructions for the Paper Setters:

- 1) There will be a total of 9 questions of which 5 are to be attempted.
- 2) Question 1 is compulsory and having 10 short answer type questions (1 mark each).
- 3) The remaining 8 questions (10 marks each) shall include 2 questions from each unit.
Candidates shall be required to attempt 4 questions, one from each unit. Preferably, the question should not be split into more than two sub-parts.

Course Objectives- The course aims to:

CO-1.	Generate the awareness against drug abuse.
CO-2.	Describe a variety of models and theories of addiction and other problems related to substance abuse.
CO-3.	Describe the behavioral, psychological, physical health and social impact of psychoactive substances.
CO-4.	Provide culturally relevant formal and informal education programs that raise awareness and support for substance abuse prevention and the recovery process.
CO-5.	Describe factors that increase likelihood for an individual, community or group to be at risk of substance use disorders.

UNIT-I

- **Meaning of Drug Abuse**
Meaning of drug abuse
Nature and Extent of Drug Abuse: State and National Scenario

UNIT-II

- **Consequences of Drug Abuse for**
Individual: Education, Employment, Income.
Family : Violence.
Society : Crime.
Nation : Law and Order problem.

UNIT-III

- **Management of Drug Abuse**
Medical Management: Medication for treatment of different types of drug abuses.
Medication to reduce withdrawal effects.

UNIT-IV

- Psychiatric Management: Counseling, Behavioral and Cognitive therapy.
- Social Management: Family, Group therapy and Environmental Intervention.

References:

1. Ahuja, Ram (2003), Social Problems in India, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. The Drug Crime Connection. Beverly Hills: Sage Publications. 23
4. Jasjit Kaur Randhawa & Samreet Randhawa, “Drug Abuse-Problem, Management & Prevention”, KLS, ISBN No. 978-81-936570-6-5, (2018).
5. Jasjit Kaur Randhawa & Samreet Randhawa, “Drug Abuse Problem, Management & Prevention”, KLS, ISBN No. 978-81-936570-8-9, (2019).
6. Jasjit Kaur Randhawa & Samreet Randhawa, “Drug Abuse-Problem, Management & Prevention”, KLS, ISBN No. 978-81-936570-7-1, (2018).
7. Jasjit Kaur Randhawa, “Drug Abuse -Management & Prevention”, KLS, ISBN No. 978-93-81278-80-2, (2018).
8. Kapoor. T. (1985) Drug epidemic among Indian Youth, New Delhi: Mittal Pub.
9. Modi, Ishwar and Modi, Shalini (1997) Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
10. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.
11. Rama Gandotra & Jasjit Kaur Randhawa, “Drug Abuse-Problem, Management & Prevention”, KLS, ISBN No. 978-93-81278-87-1, (2018).
12. Sain, Bhim 1991, Drug Addiction Alcoholism, Smoking obscenity New Delhi: Mittal Publications.
13. Sandhu, Ranvinder Singh, 2009, Drug Addiction in Punjab: A Sociological Study. Amritsar. Guru Nanak Dev University.
14. Singh, C. P. 2000. Alcohol and Dependence among Industrial Workers: Delhi: Shipra.
15. Sussman, S and Ames, S.L. (2008). Drug Abuse: Concepts, Prevention and Cessation, Cambridge University Press.
16. World Drug Report 2010, United Nations office of Drug and Crime.
17. World Drug Report 2011, United Nations office of Drug and Crime.

Course Outcomes:

The students will be able:

CO-1.	To describe issues of cultural identity, ethnic background, age and gender in prevention, treatment and recovery.
CO-2.	To describe warning sign, symptoms, and the course of substance use disorders.
CO-3.	To describe principles and philosophy of prevention, treatment and recovery.
CO-4.	To describe current and evidenced-based approaches practiced in the field of drug addiction.

BCG-203: ADVANCED FINANCIAL ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 50

Practical: 25

Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
3. The candidates are allowed to use [Non-Scientific] calculator.

Course Objective:

To provide students in-depth technical and conceptual knowledge of advanced accounting topics.

Course Content:

Section - A

Depreciation: Meaning, Causes, Objectives of providing for depreciation, Factors affecting depreciation, Accounting Treatment, Methods of providing depreciation: Straight line method, Diminishing Balance Method.

Provisions and Reserves: Reserve Fund, Different Types of Provisions and Reserves.

Section - B

Accounts from Incomplete Records: Single Entry: Features, Books and Accounts maintained, recording of transactions, Ascertainment of Profit (Statement of Affairs method only).

Joint Venture- Meaning, types, determination of profits under different methods.

Consignment Accounts: meaning, features, consignee's commission, account sales, distinction between joint venture & consignment, accounting treatment in the books of consignor & consignee.

Section - C

Partnership Accounts: Accounting Treatment of Admission,

Partnership Accounts: Retirement and Death of a partner

Section - D

Partnership Accounts: Dissolution of Firm (including piecemeal distribution and sale of a firm to a company).

Tally (Practical) Latest Version.

Books Prescribed:

1. Shukla, M.C., Grewal, T.S. and Gupta, S.C., “Advanced Accountancy”, Vol. I & II, 2008, S Chand & Co, New Delhi
2. Gupta, R. L. & Radheswamy, M., “Advanced Accountancy” Vol. I & II, 2009, S Chand & Co, New Delhi
3. Maheshwari, S.N. & Maheshwari, V.L., “Advanced Accountancy” Vol. I & II, 2009, Vikas Publishing House Pvt. Ltd., New Delhi.
4. Sehgal, A. & Sehgal, D., “Advanced Accountancy” Vol. I & II, Taxmann Publication Pvt. Ltd, New Delhi.
5. Porwal, L.S., “Accounting Theory”, 2001, Tata Mcgraw Hill Publishing Co. Ltd., New Delhi.
6. Sinha, G., “Accounting Theory & Management Accounting”, 2009, PHI Learning Pvt. Ltd., New Delhi,
7. Banerjee, B., “Regulation of Corporate Accounting & Reporting in India”, 2002, World Press Calcutta Private Limited, Calcutta.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	To provide students in-depth technical and conceptual knowledge of advanced accounting topics.
CO2	To understand the accounting procedures at the time of Admission, Retirement and Death of a partner and its Dissolution.
CO3	Students will be verse with accounting for Hire Purchase System, Single entry System.

BCG-204: COMMERCIAL LAWS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks:100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

The object of this subject is to provide basic knowledge regarding creation of contract and about the framework of Indian Commercial law.

Course Content:

SECTION-A

The Indian Contract Act, 1872

Contract – Meaning, Characteristics and kinds, Essentials of valid contract, Offer and acceptance, consideration, contractual capacity, free consent. Discharge of contract – Modes of discharge.

Breach of Contracts and its Remedies

SECTION-B

Contract of Indemnity and Guarantee

Contract of Bailment & Pledge, Contract of Agency

Right to Information Act – RTI meaning, preamble & objectives, provisions of RTI, RTI in India.

SECTION-C

The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell., Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale ,Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

SECTION-D

The Limited Liability Partnership Act, 2008

Salient Features of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners, Whistle Blowing, Contributions, Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution.

Consumer Protection act, 1986: Definitions, objectives, Redressal machineries.

Books Prescribed:

1. Singh, A., “*Principles of Mercantile Law*”, (2011), Eastern Book Co.
2. Tulsian, P. C., “*Business Laws*”, 2nd Edition (2000), Tata McGraw Hill, New Delhi.
3. Kucchal, M.C., “*Business Law*”, 5th Edition (2009), Vikas Publishing, House (P) Ltd.
4. Maheshwari & Maheshwari, “*Business Law*”, National Publishing House, New Delhi.
5. Chadha, P. R., “*Business Law*” Galgotia Publishing Company, New Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO-1.	Provides basic knowledge regarding creation of contract.
CO-2.	Provides a brief idea about the frame work of Indian Commercial law.
CO-3.	Familiarizes the students with case law studies related to Commercial law.
CO-4.	Acquaints students with laws related to Indian Contract Act,1872, Sale of goods Act,1930, and Consumer Protection Act,1986,LLP Act,2008, RTI Act,2005.

BCG-206: FUNCTIONAL MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

To develop a deeper understanding and appreciation of nature of the fundamental management principles and to gain insights in the application of management principles in the day-to-day functioning of organizations.

Course Content

Section - A

Management: Introduction, Meaning, nature and characteristics of Management, Scope and functional areas of management, Management as a science, art or profession, Management & Administration, Principles of management, Evolution of Management.

Corporate Social Responsibilities (CSR) CSR: Idea of a good society, Concept of Business Ethics and CSR. CSR as per Companies Act, 2013. Ethics in Business: Sustainable Development, Profit Maximisation vs Social Responsibility.

Section - B

Personnel Management: Meaning, Significance & Functions, Recruitment, Selection and training. Job Evaluation and Merit Rating, Worker's participation in Management.

Section - C

Marketing Management: Concept of Marketing, Functions of Marketing, Marketing Research- Meaning and Techniques, Advertising and Salesmanship.

Section - D

Strategic Management: Meaning, Need, Importance, Process and Role of C.E.O. (Chief Executive Officer) in Strategic Management.

Production Management: Functions, Production Planning and Control, Quality Control.

Production Management: Functions, Production Planning and Control, Quality Control.

Books Prescribed:

1. Stoner, J. Freeman, R. & Gilbert, D., "Management", 1995, Prentice Hall of India.
2. Koontz, H., "Principles of Management (Ascent series)", 2004, Tata McGraw Hill Publishing.

3. Robbins, S.P. and Coulter, M., "Management", 9th Edition, 2008, Prentice Hall of India.
4. Robbins S.P. & Decenzo D., "Fundamentals of Management: Essential Concepts and Applications", Third Edition, 2000, Pearson Education.
5. Wehrich, H. and koontz, H., "Essentials of Management: An International Perspective", 2009, Tata McGraw Hill, New Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	To familiarize the students with the basic concepts of management in order to understand the functioning of an organization, its complexities and various issues faced by managers in today's business world.
CO2	It also enables the students to gain practical skills and personal attributes and competencies required for managerial position.
CO3	To compare and contrast classical, neo-classical and contemporary theories in management
CO4	To develop insights on organization structure.
CO5	To examine the role of managers in changing environment.

BCG-207: SEMINAR

Max. Marks: 50
Credit Hours per Week: 2
Total Teaching Hours: 30

GROUP- I: BANKING

BCH-209: BANKING AND FINANCIAL SYSTEM

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

To enable the students to understand various principles and provisions that govern banking companies and to gain the practical knowledge regarding working in banks.

Course Content:

SECTION-A

Financial Economics: Fundamental Concepts – money, money supply, money creation.

Overview of the Financial System: Nature, significance, structure: Financial Institutions, financial markets and financial services.

Modern Commercial Banking: Role and functions of banks, structure of banking in India, regulatory framework. Opening of accounts for various types of customers-minors –joint account holders -HUF-firms - companies - trusts - societies - Govt. and public bodies, Importance of Anti Money Laundering.

SECTION-B

Banker-Customer relations-Know your Customer (KYC) guidelines-Different Deposit Products-services rendered by Banks, Ancillary Services: Remittances, Safe Deposit lockers etc–Mandate and Power of attorney.

SECTION-C

Payment and Collection of Cheque - Duties and Responsibilities of Paying and Collecting, Banker-protection available to paying and collecting banker under NI Act - endorsements – forged instruments –bouncing of cheques and their implications.

Principles of Lending - various credit Products / Facilities - working capital and term loans –Credit Appraisal Techniques - Approach to lending; - credit management - credit monitoring - Different types of documents; Documentation Procedures; Securities - Different modes of charging - types of collaterals and their characteristics.

SECTION-D

Priority Sector Lending - sectors - targets - issues / problems – recent developments – Financial Inclusion.

Credit Cards/Home Loans/Personal Loans/Consumer Loans-Brief outline of procedures and practices. Recent Changes in Credit Policy.

Books Prescribed:

1. Paul and Suresh, “*Management of Banking and Financial Services*”, 2007, Pearson Education.
2. Sunderam and Varshney, “*Banking Theory Law and Practices*”, 2004, Sultan Chand and Sons Publisher.
3. Varshney, P.N., “*Banking Law and Practice*”, 2012, Sultan Chand and Sons
4. Desai, Vasant, “*Banks and institutional management*”, 2008, Himalaya Publications.
5. Gurusamy, S., “*Banking Theory: Law and Practice*”, 2009, Tata McGraw Hill
6. Sundharam, KPM, “*Money Banking and International Trade*”, 2002, Sultan Chand and Sons.
7. Bedi H.L. and Hardikar V.K., “*Practical Banking Advances*”, 2001, UBSPD Publishers and Distributors.
8. Bhole, L.M., “*Financial Institutions and Markets*”, 2009, Tata McGraw Hill.
9. Khan, M.Y., “*Indian Financial System: Theory and Practices*”, 2004, Tata McGraw Hill.
10. Mishkin, Frederic S., —*The Economics of Money, Banking, and Financial Markets*”, 2012, Pearson college Division.

Note:-Latest Editions Of Suggested Books May Be Followed.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Gather knowledge on banking and financial systems such as commercial banks and its Services in India.
CO2	Demonstrate the regulatory framework of banking, Anti money Laundering and KYC norms.
CO3	Understand various principles and provisions that govern banking companies regarding paying and collecting banker, endorsement and bouncing of cheque.
CO4	Understand various provisions regarding lending such as documentation procedure, priority sector etc.

GROUP-II: PROJECT AND PRODUCTION MANAGEMENT

BCH- 210: PRODUCTION MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course objective:

This course emphasizes the concepts and practices of managing production and operations in contemporary organizations. This course provides an introduction to the field of production and operations management. It is designed to highlight the practical and applied techniques which can improve the organization's quality and productivity. The course draws upon the student's knowledge of accounting, science, mathematics, management and statistics.

Section-A

Introduction of production and operational management, Demand forecasting, productivity concepts and measurement. New product /service development.

Section-B

Production processes, service operations. Design of production system, Facility location and facility layout Capacity planning and management Design of work systems

Section-C

Production planning and control Production scheduling sequencing, network analysis, Material management – material planning and control, Purchase management, Store Management.

Section-D

Inventory Management – Fundamentals, Inventory Cost, Inventory Control Systems, Use of IT. Supply Chain Management and Enterprise Resource Planning. Maintenance Management, Management of safety in a factory.

Books prescribed:

1. Ashwathappa, K. and Bhai, K.S., “Production and Operations management,” 2009, Himalaya publications
2. Mahadevan, B., “Operations Management: Theory and Practice”, 2nd Edition (2010), Pearson Education.
3. Bedi, Kanishka, “Production and Operations Management”, 2004, Oxford Higher Education.
4. Krajewski, L.J. and Ritzman, L.P., “Operations Management Processes and ValueChains”, 7thEdition (2004), Pearson Education.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Gaining knowledge about managing production processes
CO2	How to run operations effectively
CO3	Better understanding of modern production techniques
CO4	Better understanding of quality management

GROUP-III: INSURANCE

BCH-211: PRINCIPLES AND PRACTICE OF LIFE INSURANCE

Time: 3 Hours

Credit hours per Week: 4

Total teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper setters/examiners

The question paper covering the entire course shall be divided into three sections as follows:

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course objective: This Course aims at familiarizing the students with the Principles and practices of Life Insurance starting from designing of product to settlement of claim. This includes both theoretical and practical inputs on all functions/ operations carried but by Life insurance companies.

Course Content:

SECTION-A

Introduction to risk management, mitigating risk via insurance markets, Nature of insurance business, insurance business environment in India, Insurance sector in India.

Life Insurance: Introduction to Life insurance, principles of life insurance. Regulatory framework, Financial planning and life insurance.

SECTION-B

Plans/Policies of Life insurance: Different types of life insurance plans - Term Plan - Endowment Plan - Money Back Insurance Plan - Whole-Life Insurance Plan - Unit Linked Insurance Plans (ULIPs) - Joint Life Insurance Plans - Child Insurance Plans - Rider benefits.- Industrial life insurance – Group insurance- Keyman insurance - Health insurance and its types.

Annuities: Understand the concept of annuity - Different types of annuity plans - Advantages and disadvantages of annuity –Annuity Vs Life Insurance -

SECTION-C

Policy Documents: Importance of a policy document - Format of a policy document - Policy schedule and its various components - Conditions and privileges in a policy document - Duplicate policies.

Premium payment, policy lapse and revival: Different types of premium – Different factors considered in calculating premium - Bonus in policies - Different types of bonus in life insurance policies, Premium calculations - Surrender value and non-forfeiture options - Revival of lapsed policies and its types

SECTION-D

Policy Claims: Different types of policy claims - Survival Benefits - Death Claims - Maturity Claims - Submission of Proof of title at claim processing stage - Early Claims & Nonearly Claims- Documents required for processing early claims - Death due to unnatural causes or accidents - Nomination - Assignment--Waiver of evidence of title - Claims Concession Clause and Extended Claims Concession Clause - Presumption of Death - Insurance Riders - Accidental Death Benefit rider - Permanent Death Benefit Rider

Books Prescribed:

1. Periasamy, P., “*Principles and Practice of Insurance*”, 2010, Himalaya Publication.
2. Sahoo, S.C. and Das, S.C., “*Insurance Management*”, 2010, Himalaya Publication.
3. Kotreshwar, G., “*Risk Management- Insurance and Derivatives*”, 2005, Himalaya Publishing House.
4. Gopal Krishan, G., “*Insurance Principles and Practice*”, 1994, Sterling Publishers, NewDelhi.
5. Gupta, P.K., “*Fundamentals of Insurance*”, 2nd edition (2011), Himalaya Publications.
6. Niehaus, Harrington, “*Risk Management and Insurance*”, 2007, Tata McGraw-Hill

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On the completion of the course Students will be able to:
CO- 1	know about the structure of Life Insurance Corporation.
CO- 2	Distinguish various Life Insurance Plans
CO- 3	Understand the concept of ULIP and Group Insurance
CO- 4	Understand the process of life Insurance documentation
CO- 5	Learn the policy claim procedure

GROUP-IV: INTERNATIONAL BUSINESS

BCH-212: MANAGEMENT OF INTERNATIONAL BUSINESS OPERATIONS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Maximum Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:-

1. The question paper covering the entire course shall be divided into four sections.
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objectives: The objective of the course will be to provide students with the knowledge, skills, and abilities to understand the global economic, political, cultural and social environment within which firms operate. It will examine the strategies and structures of international business and assess the special roles of an international business's various functions.

Course Content:

SECTION-A

International Business: nature, scope, structure and significance, Emergence of multinational and Transnational corporations, Global business environment – social, cultural, economic, political and ecological factors.

Cultural Contacts of Global Management, Understanding the Role of Culture – Communicating Across Cultures, Cross Cultural Negotiations and Decision Making.

SECTION-B

Foreign Market Entry Modes: Direct and Indirect entry modes, choice of entry mode, FDI and collaborative ventures, Managing collaborative ventures, Licensing, Franchising, and other Contracts.

Mergers and acquisitions, Indian companies going global.

SECTION-C

Global Sourcing: Trends towards outsourcing, evolution of global sourcing, benefits and challenges, risks in global sourcing and strategies for minimising risk.

Social Responsibilities: MNE Social Responsibilities, Efficiencies, Perspectives.

Ethics, Technological Perspective,

SECTION-D

Foreign Corrupt Practices Act Competitive Strategy and the International Business Environment. Designing

Organizations for International Environments

Books Prescribed:

1. Sundaram, Anant K. and Black, J. S., “*The International Business Environment*, 2nd Edition Prentice Hall.
2. Hamilton, Leslie and Webster, Philip, “*The International Business Environment*”, 2nd Edition (2012), OxfordUniversity press
3. Daniels, John; Radebaugh, Lee and Sullivan, Daniel, “*International Business*”, 13th Edition (2011), Pearson Education.
4. Paul, Justin, “*International Business*”, 4th Edition (2008), PHI Learning.
5. Sharan Vyuptakesh, “*International Business – Concept, Environment and Strategy*”, 3rd Edition (2010), Pearson Education, Delhi.
6. Hill, Charles W.L. and Jain, Arun Kumar, “*International Business – Competing in the GlobalMarket Place*”, 6th Edition (2011), The McGraw Hill Publishing Co. Ltd., New Delhi.
7. Cavusgil, S.T.; Knight Gary and Riesenberger, John, “*International Business – StrategyManagement and the New Realities*”, 2nd Edition (2011), Pearson Education, DorlingKindersley (India) Pvt. Ltd, Delhi.

COURSE OUTCOME WITH MAPPING PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES):

Sr. No.	On the completion of the course Students will be able to:
CO1	Apply theoretical concepts and analytical tools to analyse cross-border business scenarios and Identify opportunities and risks entailed in various international decisions.
CO2	Explain the concepts in international business with respect to foreign trade/international business
CO3	Apply the current business phenomenon and to evaluate the global business environment in terms of economic, social and legal aspects.
CO4	Analyse the principle of international business and strategies adopted by firms to enter and expand globally.
CO5	Understand trends of global sourcing and Foreign Corrupt Practices Act.

BCG-205: BUSINESS ECONOMICS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A, B, C, D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A,B ,C, D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: The objective of this course is to enable the students to understand how decision makers both consumers and producers take decisions in different economic environment It also provides them insights into various forms of production functions, demand function, cost function, National Income and consumption etc.

Section A

Theory of Demand: Meaning of demand and its types, law of demand, price elasticity of demand and its measurement.

Consumer's Behaviour: Utility approach: Brief outline of law of diminishing marginal utility and law of equi-marginal utility.

Section B

Indifference Curve Approach: Meaning, properties, price, income and substitution effect, Revealed Preference Approach.

Theory of Production: Law of variable proportions and Law of returns to scale. Short and Long run cost curves, Traditional and Modern Theory of Costs.

Section C

Revenue: Average revenue, Marginal revenue and Total revenue. Relationship between average revenue and marginal revenue and Elasticity of demand.

Perfect Competition: Meaning, features, price and output determination of firm and industry under perfect competition.

Monopoly: Meaning, features, price and output determination under monopoly.

Monopolistic Competition: Meaning, features, price and output determination under monopolistic competition.

Section D

National Income: Definition and Importance of National Income. Gross and Net Domestic Product; Personal Income and Disposable Income. Measurement of National Income: Income, Output and Expenditure Method, Problems in measurement of National Income particularly in underdeveloped countries.

Consumption: Meaning, determinants (subjective and objective) and importance. Keynes Psychological law of consumption.

Suggested Readings:

1. Maheswari & Varshney, *Managerial Economics*, S. Chand & Co., New Delhi.
2. Koutsoyiannis A., “*Modern Micro Economics*”, 2nd edition, MacMillan House, New Delhi.
3. Dwivedi, D.N., “*Managerial Economics*”, 7th Edition, Vikas Publication.
4. Ahuja, H. L., “*Modern Micro Economics*”, (2009), Sultan Chand and Co., New Delhi.
5. Willimson, S. D., “*Macroeconomics*”, 4th Edition (2010), Pearson Publication.
6. Froyen, R., “*Macroeconomics*”, 9th Edition (2008), Pearson Publication.
7. Hirschey, M. “*Fundamental of Managerial Economics*”, 9th Edition (2009), South Western Cengage Learning.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	Learn about basic concepts related to Business Economics
CO2	Gain in depth knowledge about utility analysis, law of demand, and indifference curve
CO3	Understand theory of production and short run, long run cost concepts
CO4	Learn about various market forms, their features and equilibrium
CO5	Learn about consumption, National income and related concepts

BENC-1205 ENGLISH (COMPULSORY)

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

1. Twenty (20) Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen(15)**.

(15X1= 15 Marks)

Section–B

2. EIGHT (8) questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Five** questions, choosing at least **TWO** from each prescribed text. The fifth question may be attempted from any prescribed text. The answer to each question should not exceed 15-20 sentences.

(5X4=20 Marks)

Section–C

3. One question with internal choice, from *Tales of Life*, will be set.

(1X8 =8 Marks)

4. One question with internal choice, from *Prose for Young Learners*, will be set.

(1X8 =8 Marks)

5. Six(6) words on vocabulary will be set from the prescribed texts. The students will be required to answer any **Four(4)**.

(4X1= 4 Marks)

Section-D

6. The students will be required to answer **Six** questions from the **Comprehension Passage** set from the book *Prose for Young Learners*.

(6X1=6 Marks)

7. The students will be required to write an **Official Letter** on any **ONE** of the **TWO** given topics.

(1X8= 8 Marks)

8. The students will be required to write an **e-mail** on any **ONE** out of the **TWO** Topics.
(1X6= 6 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To familiarise the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

Course Contents

- 1) Stories at Sr.No.7, 9,10,11,12 from *Tales of Life*.
- 2) Essays at Sr.No.7, 8, 9, 10,11 from *Prose for Young Learners*.
- 3) Unit 26-48 from *Murphy's English Grammar*.

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
3. *Murphy's English Grammar 4th Edition* (by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu.
2. comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them.
3. make correct usage of tenses, articles and nouns.
4. enrich their vocabulary and use new words in their spoken and written language.
5. write personal letters to their family and friends on various issues.

**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
Semester-II
Compulsory Course
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ**

Credit & Marks Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			L	T	P	Theory	IA	
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ BPBI-1201	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective

- ਵਿਦਿਆਰਥੀਆਂ ਵਿਚ ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਪੈਦਾ ਕਰਨਾ।
- ਆਲੋਚਨਾਤਮਕ ਰੁਚੀਆਂ ਨੂੰ ਵਿਕਸਤ ਕਰਨਾ।
- ਵਿਦਿਆਰਥੀ ਨੂੰ ਦਫ਼ਤਰੀ ਅਤੇ ਘਰੇਲੂ ਚਿੱਠੀ ਪੱਤਰ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ।
- ਭਾਸ਼ਾਈ ਗਿਆਨ ਵਿਚ ਵਾਧਾ ਕਰਨਾ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)

- ਵਿਦਿਆਰਥੀ ਦਾ ਸਾਹਿਤਕ ਬੋਧ ਵਿਕਸਤ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀ ਵਿਚ ਸਾਹਿਤਕ ਰੁਚੀਆਂ ਪ੍ਰਫੁੱਲਿਤ ਹੋਣਗੀਆਂ।
- ਵਿਦਿਆਰਥੀ ਚਿੱਠੀ-ਪੱਤਰ ਦੀ ਲਿਖਣ ਸ਼ੈਲੀ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀ ਸ਼ਬਦ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੇਢ-ਡੇਢ) ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ (Objective Type) 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਸਿਲੇਬਸ ਦੇ ਬਾਕੀ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਲੇਖ ਨੁਮਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 15 ਅੰਕ ਹੋਣਗੇ। ਪੇਪਰ ਸੈਂਟਰ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 25 ਅੰਕਾਂ ਦੀ ਹੈ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 75+25=100 ਹਨ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਸਾਹਿਤ ਦੇ ਰੰਗ, ਡਾ. ਮਹਿਲ ਸਿੰਘ (ਸੰਪਾ.), ਰਵੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
ਭਾਗ ਦੂਜਾ - ਵਾਰਤਕ ਅਤੇ ਰੇਖਾ-ਚਿੱਤਰ, ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ, ਡਾ. ਭੁਪਿੰਦਰ ਸਿੰਘ ਅਤੇ ਡਾ. ਕੁਲਦੀਪ ਸਿੰਘ ਵਿੱਲੋਂ (ਸਹਿ ਸੰਪਾ.)
(ਵਾਰਤਕ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ। ਰੇਖਾ-ਚਿੱਤਰ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਸੰਪਾ. ਬਲਵੰਤ ਗਾਰਗੀ)
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਸਤੀਸ਼ ਗੁਜਰਾਲ ਤੋਂ ਸੁਰਿੰਦਰ ਕੌਰ ਤਕ)
(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ
(ਅ) ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

ਭਾਗ-ਚੌਥਾ

(ੳ) ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ-ਰਚਨਾ: ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਮੁਢਲੇ ਸੰਕਲਪ
(ਅ) ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ

B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
Semester-II
Compulsory Course
ਮੁਢਲੀ ਪੰਜਾਬੀ
(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			L	T	P	Theory	IA	
ਮੁਢਲੀ ਪੰਜਾਬੀ BPBI-1202	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective

- ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਸ਼ਬਦ ਬਣਤਰ ਦੀ ਸਮਝ ਵਿਕਸਤ ਕਰਨਾ।
- ਵਿਦਿਆਰਥੀ ਨੂੰ ਸ਼ਬਦ ਪ੍ਰਕਾਰ ਬਾਰੇ ਜਾਣਕਾਰੀ ਪ੍ਰਦਾਨ ਕਰਨਾ।
- ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਵਿਆਕਰਨਕ ਪ੍ਰਬੰਧ ਸੰਬੰਧੀ ਗਿਆਨ ਕਰਾਉਣਾ।
- ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ ਦੁਆਰਾ ਪੰਜਾਬੀ ਸ਼ਬਦ ਭੰਡਾਰ ਵਧਾਉਣਾ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)

- ਉਹ ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰਕੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਿਕਸਿਤ ਕਰਨਗੇ।
- ਪੰਜਾਬੀ ਸ਼ਬਦ-ਰਚਨਾ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ ਉਨ੍ਹਾਂ ਦੇ ਗਿਆਨ ਵਿਚ ਵਾਧਾ ਕਰੇਗੀ।
- ਵਿਦਿਆਰਥੀ ਸ਼ਬਦਾਂ ਦੀਆਂ ਭਿੰਨ-ਭਿੰਨ ਕਿਸਮਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਬਾਰੇ ਸਮਝ ਹੋਰ ਵਿਕਸਿਤ ਹੋਵੇਗੀ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 01-01 ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ ਉੱਤਰ ਵਾਲੇ (Objective Type) 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਦੂਸਰੇ ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਕੋਈ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਤੀਸਰੇ ਭਾਗ ਵਿਚ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ। ਚੌਥੇ ਵਿਚ ਪੰਜ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਚਾਰ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 4-4 ਅੰਕ ਹੋਣਗੇ। ਭਾਗ ਪੰਜਵੇਂ ਵਿਚ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 8-8 ਅੰਕ ਹੋਣਗੇ।
ਨੋਟ: ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ 25 ਅੰਕਾਂ ਦੀ ਹੈ। ਇਸ ਪੇਪਰ ਦੇ ਕੁੱਲ ਅੰਕ 75+25=100 ਹਨ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ:

ਧਾਤੂ, ਵਧੇਤਰ (ਅਗੇਤਰ, ਮਧੇਤਰ, ਪਿਛੇਤਰ), ਪੰਜਾਬੀ ਕੋਸ਼ਗਤ ਸ਼ਬਦ ਅਤੇ ਵਿਆਕਰਨਕ ਸ਼ਬਦ

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਪ੍ਰਕਾਰ:

(ੳ) ਸੰਯੁਕਤ ਸ਼ਬਦ, ਸਮਾਸੀ ਸ਼ਬਦ, ਦੋਜਾਤੀ ਸ਼ਬਦ, ਦੋਹਰੇ/ਦੁਹਰਕਤੀ ਸ਼ਬਦ ਅਤੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ
(ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

ਭਾਗ-ਤੀਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਰਚਨਾ:

ਇਕ-ਵਚਨ/ਬਹੁ-ਵਚਨ, ਲਿੰਗ-ਪੁਲਿੰਗ, ਬਹੁਅਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਅਰਥਕ ਸ਼ਬਦ, ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਲਈ ਇਕ ਸ਼ਬਦ, ਸ਼ਬਦ ਜੁੱਟ, ਵਿਰੋਧਅਰਥਕ ਸ਼ਬਦ, ਸਮਨਾਮੀ ਸ਼ਬਦ

ਭਾਗ-ਚੌਥਾ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ

ਖਾਣ-ਪੀਣ, ਸਾਕਾਦਾਰੀ, ਰੁੱਤਾਂ, ਮਹੀਨਿਆਂ, ਗਿਣਤੀ, ਮੌਸਮ, ਬਜ਼ਾਰ, ਵਪਾਰ, ਪੰਦਿਆਂ ਨਾਲ ਸੰਬੰਧਿਤ

SEM- II

BPBI-1202- Basic Punjabi

BPHC-1204: PUNJAB HISTORY & CULTURE (C 321 BC TO 1000 A.D.)

**(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)**

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Maximum Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

Question paper should consist of two sections—Section A and Section B. The paper setter must ensure that questions in Section–A do not cover more than one point, and questions in Section–B should cover at least 50 per cent of the theme.

Section–A: The examiner will set 15 objective type questions out of which the candidates shall attempt any 10 questions, each carrying 1½ marks. The total weightage of this section will be 15 marks. Answer to each question should be in approximately one to two sentences.

Section–B: The examiner will set 8 questions, two from each Unit. The candidate will attempt 4 questions selecting one from each Unit in about 1000 words. Each question will carry 15 marks. The total weightage of this section will be 60 marks.

Note: The examiner is to set the question paper in two languages: English & Hindi.

Course Objectives: The main objective of this course is to educate the students who are not domicile of the Punjab about the history and culture of the Ancient Punjab. It is to provide them knowledge about the social, economic, religious, cultural and political life of the people of the Punjab during the rule of various dynasties such as The Mauryans, The Kushans, The Guptas, The Vardhanas and other ancient ruling dynasties of the period under study.

Course Content:

Unit-I

1. The Punjab under Chandragupta Maurya and Ashoka.
2. The Kushans and their Contribution to the Punjab.

Unit-II

3. The Punjab under the Gupta Emperors.
4. The Punjab under the Vardhana Emperors

Unit-III

5. Political Developments 7th Century to 1000 A.D.
6. Socio-cultural History of Punjab from 7th Century to 1000 A.D.

Unit-IV

7. Development of languages and Literature.
8. Development of art & Architecture.

Suggested Readings:-

L. Joshi (ed.), *History and Culture of the Punjab*, Part-I, Patiala, 1989 (3rd edition).

L.M. Joshi and Fauja Singh (ed), *History of Punjab*, Vol.I, Patiala 1977. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.

B.N. Sharma, *Life in Northern India*, Delhi. 1966.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the history and culture of the Punjab in Ancient Period.
CO2	Analyse social, economic, religious, cultural and political life of Ancient Indiangovernments.
CO3	Study about the political developments from 7 th century to 1000 AD.
CO4	Understand socio-cultural history of the Punjab from 7 th century to 1000 AD.
CO5	Analyse language, literature, art and architecture of Ancient Punjab.

CS-BCG-208 PC SOFTWARES IN BUSINESS APPLICATIONS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Maximum Marks: 100

Theory Marks: 50

Practical Marks: 25

Internal Assessment: 25

Instructions for Paper Setters:

Note: The question paper covering the entire course shall be divided into Four sections. It will consist of eight essay type/numerical questions with answer to each question upto five pages in length. Attempt any Five questions by selecting at least one question from every section. Fifth question from any section. Each question will carry 10 marks.

Course Objectives:

Enable the student to

1. To be proficient in office automation applications.
2. Handle the word processing software.
3. Understand that in Today's commercial world, automation helps the users with a sophisticated set of commands to format, edit, and print text documents.
4. Use it as valuable and important tools in the creation of applications such as newsletters, brochures, charts, presentation, documents, drawings and graphic images.

Section - A

MS–Word -2010: Introduction MS–word in MS–Office, Basic components of MS-word 2010 Window Screen, Creating, Editing, Saving, Printing and deleting document files, formatting text in word documents. Spelling and grammar checking text, Creating, editing, merging and Sorting tables, Border and Shading text and paragraphs, finding and replacing text, inserting page breaks, page numbers, symbols and dates, header, footer, Mail merging and mail merge business documents.

Section - B

MS–EXCEL – 2010: Introduction of MS-Excel 2010, Uses and application of Excel, components of Excel Workbook, entering information in the worksheet, formatting numbers and text, inserting/deleting/resizing rows and columns, moving and copying cells, freeze panes, moving/copying and splitting worksheets. Protecting/Unprotecting worksheet area, printing worksheet. Creating and entering formula in worksheet, editing and copying a formula. Different in-built functions in Excel. Creating, editing Graphs/Chart using excel data, types of graphs/charts, printing graph/chart, Enhancement of graph.

Section - C

MS–Power Point -2010: Basics of Power Point 2010, Components of Power Point 2010 Window screen, Creating, editing, saving, printing and deleting the presentation, various Design template, different views of slides, slide show, Animation and sound effects, working with graphics, creating a Teaching/Business oriented presentation.

Section - D

BUSY Accounting Software: Introduction, creating, editing, deleting a company, Accounts entry using busy, inventory control with busy, Comparisons with Tally ERP 9.0.

Suggested Readings:

1. Peter Norton (2010), “Introduction to Computers”, 7th Edition, McGraw-Hill, New Delhi.
2. Sanjay Sexana, (2003) “A First Course in Computers”, Vikas Publishing House, New Delhi.
3. Gurwinder Singh and Rachhpal Singh (2021), “Windows Based Computer Courses”, Kalyani Publishers, New Delhi.
4. Srivastava, S.S. (2008), “MS-Office”, Firewall Media, New Delhi.
5. Alexis Loeon and Matheus Leon (2001), “Introduction to Computers with MS-Office 2000”, 1st Edition, Tata McGraw-Hill, New Delhi.
6. Asok K. Nadhani, “Simple Tally 9: Financial Accounting, Invoicing & Inventory”, 2008, BPB Publications.

Note: Latest edition of suggested books may be considered.

Course Outcomes:

The student will be able to

CO-1.	Use word processors, spreadsheets, presentation software.
CO-2.	Describe the features and functions of the categories of application software.
CO-3.	Understand the dynamics of an office environment.
CO-4.	Demonstrate the ability to apply application software in an office environment

Course Code: ZDA121

**Course Title-DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION
DRUG ABUSE: MANAGEMENT AND PREVENTION
(Compulsory for all Under Graduate Classes)**

Time: 3 Hours

**Credit hrs/wk.: 2
Max. Marks: 50**

Instructions for the Paper Setters:

- 1) There will be a total of 9 questions of which 5 are to be attempted.
- 2) Question 1 is compulsory and having 10 short answer type questions (1 mark each).
- 3) The remaining 8 questions (10 marks each) shall include 2 questions from each unit. Candidates shall be required to attempt 4 questions, one from each unit. Preferably, the question should not be split into more than two sub-parts.

Course Objectives:

The course aim is to

CO-1.	Describe the role of family in the prevention of drug abuse.
CO-2.	Describe the role of school and teachers in the prevention of drug abuse.
CO-3.	Emphasize the role of media and educational and awareness program.
CO-4.	Provide knowhow about various legislation and Acts against drug abuse.

UNIT-I

• **Prevention of Drug abuse**

Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

UNIT-II

- School: Counseling, Teacher as role-model.
- Parent-teacher-Health Professional Coordination, Random testing on students.

UNIT-III

• **Controlling Drug Abuse**

Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

UNIT-IV

- Legislation: NDPS act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

References:

1. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
2. Gandotra, R. and Randhawa, J.K. 2018. *Drug Abuse: Management and Prevention*. Kasturi Lal & Sons, Educational Publishers, Amritsar- Jalandhar.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.
5. Randhawa, J.K. and Randhawa, Samreet 2018. *Drug Abuse-Management and Prevention*. Kasturi Lal & Sons, Educational Publishers, Amritsar- Jalandhar.
6. Sain, Bhim 1991, *Drug Addiction Alcoholism, Smoking obscenity* New Delhi: Mittal Publications.
7. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab: A Sociological Study*. Amritsar: Guru Nanak Dev University.
8. Singh, C. P. 2000. *Alcohol and Dependence among Industrial Workers*: Delhi: Shipra.
9. *World Drug Report 2011*, United Nations office of Drug and Crime.
10. *World Drug Report 2010*, United Nations office of Drug and Crime

Course Outcomes:

The students will be able to:

CO-1.	Understand the importance of family and its role in drug abuse prevention.
CO-2.	Understand the role of support system especially in schools and inter-relationships between students, parents and teachers.
CO-3.	Understand impact of media on substance abuse prevention.
CO-4.	Understand the role of awareness drives, campaigns etc. in drug abuse management.
CO-5	Learn about the Legislations and Acts governing drug trafficking and Abuse in India.

Semester - III

BCG-303: CORPORATE ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
- 3.The candidates are allowed to use [Non-Scientific] calculator.

Course Objective:

The object of this subject is to provide knowledge regarding the accounting treatment in case of issue of share capital, debentures, redemption and valuation of goodwill.

Course Content:

SECTION-A

Accounting for Share Capital – Issue, forfeiture and Reissue of forfeited shares – Redemption of preference shares including buy-back of equity shares - Issue and Redemption of Debentures

SECTION-B

Final Accounts of Limited Liability Companies: Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance Sheet in accordance with the provisions of the existing Companies Act (Excluding Managerial Remuneration).

Valuation of Goodwill and Shares

SECTION-C

Accounting for Amalgamation of Companies with reference to Accounting Standards issued by the Institute of Chartered Accountant of India (excluding inter-company transactions and holdings), Accounting for Internal Reconstruction (excluding preparation of scheme for internal reconstruction)

SECTION-D

Bank Accounts- General information relating to bank accounts, legal requirements affecting final accounts, Concept of Non-Performing Assets (NPA), preparation of Profit and Loss Accounts and Asset classification, Balance sheet

Books Prescribed:

1. Shukla, M.C., Grewal T.S. and Gupta S.C: “Corporate Accounting”, 2008, S. Chand and Co., New Delhi.
2. Gupta R.L, and Radhaswamy M, “Corporate Accounting”, 1999, Sultan Chand and Sons, New Delhi.
3. Sehgal A. and Sehgal D., “Advanced Accounting”, Volume II, 2008, Taxmann Publications Pvt Ltd., New Delhi.
4. Jain S.P and Narang K.L., “Financial Accounting”, 2011, Kalyani Publilshers, New Delhi.
5. Maheshwari S.N., and Maheshwari S.K., “Corporate Accounting”, 2009, Vikas Publication, New Delhi.
6. Goyal V.K., “Corporate Accounting”, 2009, Excel Books, New Delhi.
7. Gupta N.and Sharma C., “Corporate Accounting”, 2nd Edition, 2009, Ane Books Pvt Ltd, New Delhi

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Students will learn about the accounting treatment in case of issue of share capital, redemption etc.
CO2	Students will be vested with the accounting of a banking company.
CO3	Students will learn about accounting issues related to redemption of debentures and valuation of goodwill and Shares.

Semester - III

BCG-304: COMPANY LAWS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

The purpose of this paper is to impart to the students an understanding about formation and winding up of the company along with various provisions related to Companies Act, 2013.

Course Content:

SECTION-A

Introduction: Characteristics of a company, concept of lifting of corporate veil. Types of companies, association not for profit, illegal association.

Formation of company Promoters, their legal position, pre-incorporation contract and provisional contracts.

Documents: Memorandum of Association, Articles of Association, Doctrine of Constructive Notice and Indoor Management, Prospectus and Book Building

SECTION-B

Share Capital – issue, allotment and forfeiture of share, De-mat of share, transmission of shares, buyback.

Members and shareholder , their rights and duties. Shareholders meetings, kinds, convening and conduct of meetings

SECTION-C

Management – Directors, classification of directors, dis-qualifications, appointment, legal position, powers and duties, disclosures of interest, removal of directors, board meetings, other managerial personnel and remuneration.

Winding up – concept and modes of winding up

SECTION-D

Emerging Issues in Company Law: One Person Company (OPC), Small Company, Postal Ballot, Small Shareholders on Board, Director Identity Number (DIN), Corporate Identity Number (CIN), MCA-21, Online Filing of Documents, Online Registration of Company, National Company Law Tribunal (NCLT), Limited Liability Partnership (LLP), Insider Trading, Rating Agencies, Producer Company – concept and formation.

Books Prescribed:

1. Sharma J. P, “*An Easy Approach to Corporate Laws*”, 2010, Ane Books Pvt Ltd, New Delhi.
2. Puliani R. and Puliani, M., “*Bharat’s Manual of Companies Act and Corporate Laws*”, 2011, Bharat Law House, New Delhi.
3. Ramaiya, A., “*A Ramaiya’s Guide to Companies Act*”, 17th Edition, 2011, Lexis Nexis Butterworths Wadhwa, Nagpur.
4. Kannal, S., & V.S. Sowrirajan, “*Company Law Procedure*”, Taxman’s Allied Services (P) Ltd., New Delhi (Latest Edn).
5. Singh, Harpal, “*Indian Company Law*”, Galgotia Publishing, Delhi.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Students will be able to learn the basic concepts of Companies Act, 2013, the procedure and formation of the company along with the information about various documents required to form a company such as Memorandum of Association, Article of Association, Prospectus etc.
CO2	Students will understand the provisions associated with appointment, removal, disqualifications of directors. They will also be able to understand essential elements and provisions of company meetings (AGM, EGM and BOD) and modes of winding up of company.
CO3	Students will learn the emerging issues associated with company form of organisation such as OPC, NCLT, LLP, CIN, DIN.

Semester - III

BCG-305: FINANCIAL MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

To make students aware about the theoretical and practical role of financial management in business concerns and inculcates knowledge of long term investment decisions, planning and risk of investment.

Course Content:

SECTION-A

Time Value of Money: Compounding and Discounting techniques–Concepts of Annuity and Perpetuity. Risk–return relationship

Sources of Finance and Cost of Capital–Different sources of finance; long term and Short term sources

Cost of capital: concept, relevance of cost of capital, specific costs and weighted average cost, rationale of after tax weighted average cost of capital, marginal cost of capital

SECTION-B

Leverage and Capital Structure Theories–Leverage–Business Risk and Financial Risk–Operating and financial leverage, Trading on Equity

Capital Structure Decisions –Capital structure patterns, Designing optimum capital structure, Constraints, Various capital structure theories.

SECTION-C

Working Capital Management –Introduction; Meaning and Concept of Working Capital;Management of Working Capital and Issues in Working Capital; Estimating Working Capital Needs; Operating or Working Capital Cycle. Various sources of finance to meet working capital requirements Financing current assets: Strategies of financing (Matching, Conservative, and Aggressive policies)

Bank financing: recommendations of Tandon committee and Chore committee Management of components of working capital (an introduction only)

SECTION-D

Capital Expenditure Decisions: Purpose, Objectives & Process, Understanding different types of projects, Techniques of Decision making. Methods of Capital Budgeting – Traditional and Modern (Elementary Level).

Dividend Decisions–Meaning, Nature and Types of Dividend Some dividend policies and formulating a dividend policy. Dividend Theories: Walter’s Model, Gordon’s Model, Modigliani and Miller: Irrelevancy Theory (Introductory Level)

Books Prescribed:

1. Khan and Jain, “Financial Management”,2007, TMH
2. Horne, Van, “Financial Management & Policy”, 2002, Pearson
3. Sharan, “Fundamentals of Financial Management”,2008,Pearson
4. Banerjee, B, “Financial Policy & Management Accounting”, 2005, PHI
5. Chandra, P., “Financial Management”,2010, TMH

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	To know both the theoretical and practical role of financial management in business concerns.
CO2	To explore the financial statements of individual corporations both in terms of their performance and capital requirements.
CO3	To access provides knowledge of long term investment decisions, planning and risk of investment projected with it.

Semester - III

BCG-306: INTERNATIONAL BUSINESS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

The object of this subject is to provide basic knowledge regarding international business and foreign trade in Indian economy.

Course Content:

SECTION-A

Introduction to International Business: Globalisation and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business complexities of international business; Modes of entry into international business.

International Business Environment: National and foreign environments and their components-economic, cultural and political-legal environments;

SECTION-B

Global trading environment recent trends in world trade in goods and services; Trends in India's foreign trade.

International Trade – An overview; Commercial Policy Instruments - Tariff and Non-Tariff measures; Balance of payment account and its components.

International Organizations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD, World Bank and IMF.

SECTION-C

Regional Economic Co-operation: Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia.

International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management;

SECTION-D

Foreign investments - types and flows; Foreign investment in Indian perspective.

Foreign Trade promotion measures and organizations in India; Special economic zones (SEZs) and 100% export oriented units (EOUs); Measures for promoting foreign investments into and from India.

Books Prescribed:

1. Charles, W.L. Hill and Jain, Kumar, Arun, "International Business", 6/e, 2008, Tata McGraw-Hill, New Delhi.
2. Cherunilam, Francis, "International Business: Text and Cases", 5/e, 2010, Prentice Hall of India Ltd, New Delhi.
3. Paul, J., "International Business", 5/e, 2011, Prentice Hall of India Ltd, New Delhi.
4. RBI. Report on Currency & Finance, Various issues.
5. Bennett, R., "International Business", 2/e, 2008, Pearson Education.
6. Griffin, R. W. and Pustay, M.W., "International Business", 2009, Prentice Hall.
7. Michael R. Czinkota. et al., "International Business", 2002, Fortforth: The Dryden Press.
8. UNCTAD Reports.
9. WTO, Annual Report, various issues.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand and assess emerging issues in international business.
CO2	Evaluate the impact of international business environment on foreign market operations.
CO3	Express the importance of foreign trade for Indian economy.

Semester - III

BCG-307: INDUSTRIAL LAWS

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

To develop understanding regarding the provisions and employment under Factories Act 1948 and benefits available to the workers.

Course Content:

SECTION-A

THE FACTORIES ACT, 1948: Importance, Definitions, Provisions of the Factories Act relating of Health, Safety and welfare of the workers Working hours of Adults and Young persons.

TRADE UNIONS ACT, 1926: Definition and Registration of trade unions Rights and liabilities of Registered Trade Unions.

SECTION-B

INDUSTRIAL DISPUTES ACT, 1947: Meaning of Industrial Disputers, Authorities under the Industrial disputes Act, their duties and right, Strikes and lockouts, Lay off and retrenchment.

SECTION-C

EMPLOYEES STATE INSURANCE ACT, 1948: Constitution and Functions Employees state Insurance corporation, Standing committee and medical Benefit Council, Provisions relating to Contribution and benefits.

SECTION-D

WORKMEN'S COMPENSATION ACT, 1923: A brief study of the provisions to compensation of workman.

Books Prescribed:

1. Padhi, P.K., "Labour and Industrial Laws", 2008, Prentice Hall of India Pvt Ltd, New Delhi.
2. Srivastava, S.C., "Industrial Relations and Labour Laws", 2009, Vikas Publications.
3. Shukla, R.K., "Industrial Relations and Labour Laws", 2006, New Royal Book Company.

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the provisions and employment under Factories Act 1948.
CO2	Calculation of compensation and the disabilities of workmen.
CO3	Analyse disputes and the machineries under Industrial disputes Act 1947.
CO4	Gain knowledge about procedure, registration and cancellation of Trade Union.

Semester - III

GROUP-I: BANKING

BCH 308: ELECTRONIC BANKING AND RISK MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

This subject will provide the information regarding recent trends in E-banking and risk management in banks along with the concept of Asset- liability management in banks.

Course Content:

SECTION-A

Electronic Banking- Core Banking -Electronic products online Banking – Facilities provided and Security Issues,Cheque Truncation, Microfiche, Phone and Mobile Banking
Electronic Funds Transfer Systems - plain messages (Telex or Data Communication) -
Structured messages(SWIFT,etc...)- RTGS

SECTION-B

Information Technology - Current trends - Bank net, RBI net, Datanet, Nicnet, I-net,
Internet, Email, etc.-Role and uses of technology up gradation- Global developments in
Banking Technology. Impact of Technology on Banks - Effect on Customers and Service
Quality -Computer Audit - Information System Audit. Information System Security and
Disaster Management.

SECTION-C

Risk Management: Types of risks in banks, Risk Management Frame work in Banks: Enterprise –wide RiskManagement in Banks; Elements of Risk Management Frame work; Systematic Risk Management in Banks; Different Measures of measuring Risks;

SECTION-D

Risk management – process and techniques for assessment and management. Asset-liability management in banks, Role of RBI

1. Books Prescribed:

2. Marrison, Christopher Ian, “*The fundamentals of risk measurement*”, 2002, New York: McGraw Hill
3. Marshall, Christopher Lee, “*Measuring and Managing Operational Risks in Financial Institutions: Tools, Techniques, and Other Resources*”, 2001, Singapore, New York: John Wiley.
4. MacDonald and Koch, “*Management of Banking*”, 2010, Thomson, London.
5. Bidani, S.N., “*Banking Risks*”, 2010, Vision Books.
6. Joshi, V.C. and Joshi, V.V., “*Managing Indian Banks*”, 2009, Sage Publications.

Note:-Latest Editions Of Suggested Books May Be Followed.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Students will be able to learn the basic concepts of online banking such as Facilities provided and Security Issues, Cheque Truncation, Microfiche, Phone and Mobile Banking.
CO2	Students will understand the recent trends in information technology such as computer audit, information system audit and impact of technology on banks in detail.
CO3	Students will also learn the Risk Management Frame work in Banks, Systematic Risk Management in Banks, different Measures of measuring Risks, risk management and its process and techniques for assessment and management. Along with this they will understand the concept of Asset- liability management in banks.

Semester - III

GROUP-II: PROJECT AND PRODUCTION MANAGEMENT

BCH -309: QUALITY MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course objective:

The overall purpose of the course is to provide an understanding of the process of managing quality and managing services. This course aims to show how all the fundamental disciplines of business are intrinsically linked with the concepts of service excellence and quality. Because these concepts are so interrelated they can be shown to have a strategic importance to the culture and success of any organization.

SECTION-A

Concepts of Product and Service Quality, Principles and Philosophies of quality management, Dimensions of Quality. PDCA Cycle, Deming's, Juran's, Crosby's Quality Philosophy. Quality Cost. Relevance of quality management to organizational excellence. Business Process reengineering.

SECTION-B

Quality systems – fundamentals, organizing and implementation of quality systems Tools and techniques of quality management
Control Charts for SQC: Statistical Quality Control (SQC). Six Sigma: Concepts, Steps and Tools.

SECTION-C

Quality Function Deployment, QFD example.
Total Quality Management perspective, methodologies and procedures; Roadmap to TQM, ISO 9000, KAIZEN, Quality Circles, Quality Models for organizational excellence.

Benchmarking, Taguchi method, Pareto Analysis, Pokka Yoke (Mistake Proofing).

SECTION-D

Other Factors in Quality: Human Factors such as attitude and errors. Material–Quality, Quality circles, Quality in sales & service.

Information technology and Quality management

Books prescribed:

1. Mitra A., “Fundamentals of Quality Control and Improvement”, 2012, John Wiley & Sons.
2. J Evans and W Linsay, “The Management and Control of Quality”, 2005, Thomson.
3. Besterfield, D. H.; Besterfield, G.H.; Besterfield, Carol; Besterfield M.; Urdhwareshe, H.; Urdhwareshe R., “Total Quality Management”, 2011, Pearson Education.
4. Besterfield, D H, “Quality control”, 2009, Prentice Hall.
5. Bhat, K.S., “Quality Management”, 2009, Himalaya Publishing

***Course Outcomes (CO) Mapping with PSOs (Program Specific Outcomes)
(Attainment of Course Outcomes)***

Sr. No.	On completion of this course, the students will be able to:
CO1	Explain the different meanings of the quality concept and its influence.
CO2	Describe, distinguish and use the several techniques and quality management tools
CO3	Explain the regulation and the phases of a quality system certification process
CO4	Predict the errors in the measuring process, distinguishing its nature and the root causes.

Semester - III
GROUP-III: INSURANCE

BCG-310: PRINCIPLES AND PRACTICE OF GENERAL INSURANCE

Time: 3 Hours

Credit hours per Week: 4

Total teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: This course primarily deals with practical aspects of General insurance within the framework of prevailing legislation and aims at familiarizing the reader with the market structure, procedures and practices, coverages under various insurance policies, underwriting practices, claims management, accounting, investments and customer service.

Course Content:

SECTION-A

Risk Mitigation Through General Insurance: Risks Faced by the Owner of Assets – Exposure to Perils – Nature of General Insurance, General Insurance Industry in India.

Insurance Forms: Proposal Forms, Cover Notes, Certificate of Insurance, Policy Forms, Endorsements, Interpretation of Policies, Co-Insurance, Standard Policies.

SECTION-B

Fire & Marine Insurance Coverages: Fire Insurance Coverages – Marine Insurance Coverages– Types of Marine Insurance Policies, - Duty & Increased Value Insurance - Reinsurance Recoveries- Functions of Salvage Association and Functions of Cargo Surveyors.

Motor Insurance: Comprehensive Policy for Private Cars Loss on Damage - Liability to Third Parties, Medical Expenses - General Exception - Conditions - No Claims Bonus - Transfer of Interest - The Schedule Comprehensive Policies on Commercial Vehicles Comprehensive Policies on Motor Cycle

SECTION-C

Miscellaneous Coverages: Personal Accident insurance – health insurance - Burglary insurance– Baggage insurance – Legal Liability insurance – Public & Product Liability insurances – Professional Indemnity insurance – Workmen’s Compensation Insurance – Fidelity Guarantee insurance – Banker’s Indemnity insurance – Carrier’s Legal Liability insurance – Jeweler’s Block insurance – Composite policies - Aviation insurance – Engineering insurance – Rural Insurances –Micro insurance.

SECTION-D

Specialised Insurances: Industrial All Risks insurance – Advance Loss of Profits insurance – Oil & Energy Risks insurance – Satellite insurance.

Underwriting: Objectives and approach – Underwriting policy – Reinsurance.

Rating and Premium: Classification of risks – Discrimination – Bonus / Malus – Claims cost – acquisition cost – Management expenses – Classification of products – Premium – Short period scales – Failure of consideration – Refund / return of premium – Advance payment of premium,

Claims: Preliminary procedure – Loss minimization – Procedure – Claims Form – Investigation and assessment – Surveyors and loss assessors – Claims documents – Arbitration – Discharge vouchers – Post settlement actions – Recoveries – Salvage & Loss minimization – Inhouse settlement.

Books prescribed:

1. Gupta, P.K., “Principles and Practice of Non life Insurance”, 2006, Himalaya Publications
2. Periasamy, P., “Principles and Practice of Insurance”, 2010, Himalaya Publication.
3. Gupta, P.K., “Insurance and Risk Management”, 2010, Himalaya Publication.
4. Gopal Krishan, G., “Insurance Principles and Practice”, 1994, Sterling Publishers, New Delhi.
5. Niehaus, Harrington (2007), Risk Management and Insurance, Tata McGraw-Hill

COURSE OUTCOMES MAPPING WITH PSO’S (Programme Specific Outcomes) (Attainment of Course Outcomes)	
Sr. No.	On the completion of the course Students will be able to:
CO- 1	Understand policy documents and forms used in general insurance.
CO- 2	Classify and analyze various categories of general insurance products.
CO- 3	Understand the concept of underwriting, ratings and premiums in general insurance.
CO- 4	Classify and analyze policy claims

Semester - III

BCH- 311 INDIA's FOREIGN TRADE

Time: 3 Hours

Credit hours per Week: 4

Total teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objectives: The object of this subject is to provide basic knowledge regarding international business and foreign trade in Indian economy.

Course Content:

SECTION-A

Foreign Trade, Instruments of foreign trade, Import/export control, Exchange control in India, import finance (documentary credit), export financing,

Regulatory framework for export/ import operations. Export promotion incentives, import/export guarantees, Foreign remittances, technology transfer.

SECTION-B

Cross border banking arrangements – forms of International banking, NRI/NRO accounts, cross border risk.

International monetary systems. International finance.

SECTION-C

Foreign Exchange Market: Nature of transactions in foreign exchange market and types of players, convertibility of rupee, euro currency market, commercial rates of exchange, exchange rate determination, Strategies of international business,

SECTION-D

International Investment: Types and significance of foreign investments, factors affecting international investment, growth and dispersion of FDI, cross border mergers and acquisitions, foreign investment in India,

Books Prescribed:

1. Chaudari, B.K. and Agarwal, O.P., “Foreign Trade and foreign exchange”, 2010, Himalaya Publication.
2. Daniels, John; Radebaugh, Lee and Sullivan, Daniel, “International Business”, 13th Edition (2011), Pearson Education.
3. Paul, Justin, “International Business”, 4th Edition (2008), PHI Learning.
4. Paul Hallwood and Ronald Macdonald, “International Money and Finance”, 3rd Edition (2000), Blackwell, Oxford U.K.

Course Outcome with Mapping PSOs:

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the importance of Foreign Trade in India. and study the new theories of Trade with respect to international scenario
CO2	Apply appropriate terms of trade mechanism to supervise foreign trade in India.
CO3	Provides clear picture about regulatory framework of export/import promotion policies and its related concepts
CO4	Understand the trade promotion institution and export concerns in India and gives knowledge on various types of international investment in international trade
CO5	Study the Instruments of import policy and the concepts related to imports substitution and restrictions.

Semester - III

BENC-2305: ENGLISH (COMPULSORY)

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section A: 15 Marks

Section B: 24 Marks

Section C: 26 Marks

Section D: 10 Marks

Section–A

1. **Twenty (20)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set for the students to attempt **any Fifteen (15)**
(1 X 15= 15 Marks)

Section–B

2. **TWO** questions (with sub parts) based on strategies and skill development exercises in Unit-I and Unit-II of the prescribed text book *Making Connections* will be set. The number of items in each question will be 50% more than what a student will be expected to attempt so that the question provides internal choice. (2X8= 16 Marks)
3. **ONE** question based on 'Beyond the Reading' section at the end of each chapter of the prescribed textbook, *Making Connections* will be set.
(1X8 = 8 Marks)

Section–C

4. **One** question (with internal choice) requiring students to explain a stanza with reference to context will be set. The stanzas for explanation will be taken from the poems prescribed in the syllabus. (1X6= 6Marks)
5. **Five** questions on central idea, theme, tone and style etc. from the prescribed textbook, *Moments in Time* will be set. The students will be required to attempt any Four of these questions. (4X5= 20 Marks)

Section-D

6. The students are required to write a **report** in about 200-250 words on a topic related to college activities. (1X5= 5 Marks)
7. Translation of a given paragraph from Punjabi/Hindi to English. (1X5= 5 Marks)

CourseObjectives:

1. To read,interpret and write about diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To participate in the critical and cultural discourses of English.
4. To teach language and literature effectively with the support of ICT tools.
5. To become competent, committed, conscious, creative, and compassionate human beings.
6. To Train students to discern ethical principles and personal values in light of academic experience.

Course Contents:

- I. *Making Connections*: Unit -I & Unit- II
- II. *Moments in Time*: Poems at serial No.1-6
- III. Unit 49-68 and 92-97 from *Murphy's English Grammar*

Text books Prescribed:

1. *Making Connections* by Kenneth J. Pakenham 3rdEdn. CUP
2. *Moments in Time: An Anthology of Poems*, G.N.D.U. Amritsar
- 3 *Murphy's English Grammar 4th Edition* (by Raymond Murphy) CUP

Course Outcomes (COs):

The completion of this course enables students to:

1. develop an understanding of the poems taught, relate to the socio-cultural background of the prescribed texts and be able to answer questions regarding tone, style and central idea.
2. comprehend the basics of grammatical rules governing prepositions in detail.
3. enhance their reading and analysing power of texts through guided reading.
4. enrich their vocabulary and use new words in their spoken and written language.
5. develop skills to write a report on a given topic.

B.Com (Hons.) Semester System (2023-26)

B. A., B. A. G. T. T., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
SEMESTER-III

BPBI-2301
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ

Credit & Marks Distribution and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			L	T	P	Theory	IA	
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ BPBI-2301	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective	ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)
<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀ ਨੂੰ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ਵਿਦਿਆਰਥੀ ਨੂੰ ਪੰਜਾਬੀ ਇਕਾਗਰੀ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ਵਿਦਿਆਰਥੀ ਦੀ ਸ਼ਬਦ ਜੋੜਾਂ ਦੇ ਨਿਯਮਾਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦੇਣੀ। ਵਿਦਿਆਰਥੀ ਦੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਵਿਚ ਵਾਧਾ ਕਰਨਾ। 	<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ। ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਇਕਾਗਰੀ ਦੇ ਰੂਪ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ। ਵਿਦਿਆਰਥੀ ਸ਼ਬਦ ਜੋੜਾਂ ਦੇ ਨਿਯਮਾਂ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ। ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਭਾਸ਼ਾਈ ਸੰਰਚਨਾ ਬਾਰੇ ਸਮਝ ਵਧੇਗੀ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੋਚ-ਡੋਚ) ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ (Objective Type) 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਸਿਲੇਬਸ ਦੇ ਬਾਕੀ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਲੇਖ ਨੁਮਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 15 ਅੰਕ ਹੋਣਗੇ। ਪੇਪਰ ਸੈਂਟਰ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ

ਸਭਿਆਚਾਰ ਅਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ

ਸੰਪਾਦਕ: ਡਾ. ਰਣਜੀਤ ਸਿੰਘ ਬਾਜਵਾ ਅਤੇ ਵੀਰ ਸਿੰਘ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਲੇਖ 1 ਤੋਂ 8, ਲੇਖ ਦਾ ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ)

ਭਾਗ-ਦੂਜਾ

ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਇਕਾਗਰੀ

ਡਾ. ਰਮਿੰਦਰ ਕੌਰ (ਸੰਪਾ.), ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
(ਇਕਾਗਰੀ 'ਸੁਹਾਗ', 'ਨਵਾਂ ਚਾਨਣ', 'ਅੰਨੇ ਨਿਸ਼ਾਨਚੀ', 'ਅਰਮਾਨ', 'ਚਾਬੀਆਂ', 'ਮਿੱਟੀ ਦਾ ਬਾਵਾ' ਅਤੇ 'ਸੱਧਰਾਂ' ਸਿਲੇਬਸ ਦਾ ਹਿੱਸਾ ਹਨ)
(ਇਕਾਗਰੀ ਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ/ਪਾਤਰ ਚਿਤਰਨ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਸੰਖੇਪ ਰਚਨਾ (ਪ੍ਰੈਸੀ)
(ਅ) ਦਿੱਤੇ ਪੈਰ੍ਹੇ ਵਿਚੋਂ ਅਸ਼ੁੱਧ ਸ਼ਬਦ ਜੋੜਾਂ ਨੂੰ ਸ਼ੁੱਧ ਕਰਨਾ

ਭਾਗ-ਚੌਥਾ

ਮੂਲ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ: ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਵੰਨਗੀਆਂ (ਭਾਵੇਂਸ, ਸ਼ਬਦ, ਵਾਕੰਸ, ਉਪਵਾਕ ਅਤੇ ਵਾਕ)

B.Com (Hons.) Semester System (2023-26)

B. A., B. A. (GTT), B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
SEMESTER-III

BPBI-2302

ਮੁਢਲੀ ਪੰਜਾਬੀ

(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			L	T	P	Theory	IA	
ਮੁਢਲੀ ਪੰਜਾਬੀ BPBI-2302	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective	ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)
<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਵਾਕ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ। ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਧਾਉਣਾ। ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਅਖਾਣ-ਮੁਹਾਵਰਿਆਂ ਅਤੇ ਪ੍ਰਤੀਕੋਡਨ ਰਾਹੀਂ ਭਾਸ਼ਾਈ ਸਮਰੱਥਾ ਨੂੰ ਵਧਾਉਣਾ। 	<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀ ਸਮਝ ਹੋਰ ਵਿਕਸਿਤ ਹੋਵੇਗੀ। ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਭਾਸ਼ਾਈ ਬਾਰੀਕੀਆਂ ਨੂੰ ਸਮਝਣ ਦੀ ਕਾਬਲੀਅਤ ਵਿੱਚ ਵਾਧਾ ਹੋਵੇਗਾ। ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਲਿਖਤ ਵਿੱਚ ਨਿਖਾਰ ਆਵੇਗਾ। ਵਿਦਿਆਰਥੀ ਅਖਾਣ-ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਰਤੋਂ ਰਾਹੀਂ ਉਹ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਨਾਲ-ਨਾਲ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਨਾਲ ਵੀ ਜੁੜਨਗੇ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿੱਚ 01-01 ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ (Objective Type) 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿੱਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਦੂਜੇ ਅਤੇ ਤੀਸਰੇ ਭਾਗ ਵਿੱਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਅਤੇ ਦੂਜੇ ਭਾਗ ਵਿੱਚੋਂ 8-8 ਅੰਕਾਂ ਦੇ 3-3 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕੋਈ 2-2 ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚੌਥੇ ਭਾਗ ਵਿੱਚ ਪੈਰਾ ਆਧਾਰਿਤ 16 ਅੰਕਾਂ ਦੇ ਸਰਲ 5 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹਨ। ਭਾਗ ਪੰਜਵੇਂ ਵਿੱਚ 2-2 ਅੰਕਾਂ ਦੇ 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿੱਚੋਂ 8 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ:

ਨਾਂਵ, ਪੜਨਾਂਵ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ, ਕਿਰਿਆ-ਵਿਸ਼ੇਸ਼ਣ, ਸੰਬੰਧਕ, ਯੋਜਕ, ਵਿਸਮਿਕ

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬੀ ਵਾਕ-ਬਣਤਰ: ਕਰਤਾ, ਕਰਮ, ਕਿਰਿਆ, ਪੰਜਾਬੀ ਵਾਕਾਂ ਵਿੱਚ ਤੱਤਾਂ ਦੀ ਤਰਤੀਬ, ਸਾਧਾਰਨ ਵਾਕ, ਬਿਆਨੀਆ ਵਾਕ, ਪ੍ਰਸ਼ਨਵਾਚਕ ਵਾਕ, ਹੁਕਮੀ ਵਾਕ, ਸੰਯੁਕਤ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕ

ਭਾਗ-ਤੀਜਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-I: ਪੈਰਾ ਆਧਾਰਿਤ ਪ੍ਰਸ਼ਨ

ਭਾਗ-ਚੌਥਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-II:

(ੳ) ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ

(ਅ) ਪ੍ਰਤੀਕੋਡਨ (Transcoding)

BPHC-2304
PUNJAB HISTORY & CULTURE(AD.1000-1606)

(Special Paper in lieu of Punjabi compulsory)

(For those students who are not domicile of Punjab)

Credit: 04

L- T- P

04-0-0

Time: 3 Hour

Total Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

Question paper should consist of two sections—Section A and Section B. The paper setter must ensure that questions in Section–A do not cover more than one point, and questions in Section–B should cover at least 50 per cent of the theme.

Section–A: The examiner will set 15 objective type questions out of which the candidate shall attempt any 10 questions, each carrying 1½ marks. The total weightage of this section will be 15 marks. Answer to each question should be in approximately one to two sentences.

Section–B: The examiner will set 8 questions, two from each Unit. The candidate will attempt 4 questions selecting one from each Unit in about 1000 words. Each question will carry 15 marks. The total weightage of this section will be 60 marks.

Note: The examiner is to set the question paper in two languages: English & Hindi.

Course Objectives: The main objective of this course is to introduce the students who are not domicile of the Punjab with the history and culture of the Punjab during Turko-Afghan and the Mughal rule in Punjab during 1000- 1606 A.D. The curriculum is to acquaint pupils with philosophy and teachings of the Bhakti saints, Sufis and the Sikh Gurus. It also aims to provide information regarding the foundation and consolidation of the Sikhism under the first five Sikh Gurus.

Unit-I

1. Society and culture of the Punjab during Turko-Afghan rule.
2. The Punjab under the Mughals.

Unit-II

3. Bhakti Movement and its impact on Society of the Punjab.
4. Sufism in the Punjab with special reference to Baba Farid.

Unit-III

5. Guru Nanak Dev – Life and Travels.
6. Teachings of Guru Nanak, Concept of Sangat, Pangat, and Dharmsal.

Unit-IV

7. Contribution of Guru Angad Dev, Guru Amardas and Guru Ramdas.
8. Compilation of Adi Granth and martyrdom of Guru Arjun Dev.

Suggested Readings:-

1. P.N.Chopra, B.N.Puri, & M.N. Das, *A Social, Cultural & Economic History of India*, Vol. II., Macmillan India, New Delhi, 1974.
2. J.S Grewal, *The Sikhs of the Punjab*, Cambridge University Press, New Delhi, 1994.
3. Fauja Singh, *A History of the Sikhs*-Vol. I & II, Punjabi University, Patiala, 1972.
4. Khushwant Singh, *A History of the Sikhs*-Vol. I (1469-1839), Oxford University Press, New Delhi, 2011.
5. Kirpal Singh, *History and Culture of the Punjab*-Part II (Medieval Period), Publication Bureau, Punjabi University, Patiala 1990.

Course Outcomes:

After completion of the course, the students will be able to learn:

- CO-1 New changes brought by the Turks and the Mughals in the Punjabi society and Culture.
- CO-2 Rise and impact of the Bhaki Movement and the Sufism in the Punjab
- CO-3 Foundation of the Sikhism and its philosophy.
- CO-4 Expansion and consolidation of the Sikhism under first five Gurus.
- CO-5 Compilation of the Adi Granth and circumstances leading to the martyrdom of Guru Arjan Dev.

SEMESTER–III

Course code: ESL–221

Course Title: ENVIRONMENTAL STUDIES–I (COMPULSORY)

Credit Hours (Per Week): 2

Maximum Marks : 50Marks

Instructions for Paper Setters: The question paper will consist of three sections. Candidate will be required to attempt all the sections. Each unit of the syllabus should be given equal weightage of marks. Paper to be set in English, Punjabi and Hindi

Section–A: (16 Marks): It will consist of five short answer type questions. Candidates will be required to attempt four questions, each question carrying four marks. Answer to any of the questions should not exceed two pages.

Section–B: (24 Marks): It will consist of five questions. Candidates will be required to attempt four questions, each question carrying six marks. Answer to any of the questions should not exceed four pages.

Section–C: (10 Marks): It will consist of two questions. Candidate will be required to attempt one question (carrying ten marks) only. Answer to the question should not exceed 5 pages.

Course Objectives:

CO-1	The main goal of Environmental studies is to create the environmental awareness to create a safe, green and sustainable environment.
CO-2	To make students aware about the importance of ecosystem, types of ecosystem, energy flow in an ecosystem, ecological succession, food chain and food web.
CO-3	To make students aware of water conservation, global warming, consumerism and waste products and also about the environmental protection acts.
CO-4	Role of National Service Scheme (NSS). Health and hygiene.

Unit-I

The Multidisciplinary Nature of Environmental Studies: Definition, components, scope and importance of environment/environmental studies, Need for public awareness.

Natural Resources: Definition, types, use, over exploitation, benefits, case studies (if any) and associated problems of following natural resources: Forest Resources, Water Resources, Mineral Resources, Food Resources, Energy Resources, Land Recourses *etc.*

Role of an individual in conservation of natural resources. Equitable use of resources for sustainable lifestyles.

Unit-II

Ecosystem: General introduction, types (Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems *viz.* ponds, streams, lakes, rivers, oceans, estuaries), Structure and functions of an ecosystem, Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession, Food chains, food webs and ecological pyramids.

Unit-III

Social Issues and Environment: Sustainable development, Urban problems related to energy, Water conservation, rain water harvesting. Resettlement and rehabilitation of people: its problems and concerns. Case studies, Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and its cause. Case studies. Wasteland

reclamation.

Environmental Protection Act: Air (prevention and Control of Pollution) Act. Water (prevention and Control of Pollution) Act. Wildlife Protection Act, Forest Conservation Act. Issues involved in enforcement of environmental legislation. Public awareness

Unit-IV

National Service Scheme

Introduction and Basic Concepts of NSS: History, philosophy, aims & objectives of NSS; Emblem, flag, motto, song, badge *etc.*; Organizational structure, roles and responsibilities of various NSS functionaries.

Health, Hygiene & Sanitation: Definition, needs and scope of health education; Food and Nutrition; Safe drinking water, water borne diseases and sanitation (Swachh Bharat Abhiyan); National Health Programme; Reproductive health.

Suggested Books:

1. Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
2. Bharucha, E. 2013 . Textbook of Environmental Studies, Universities Press, Hyderabad.
3. Basu, M., Xavier, S. 2016. Fundamentals of Environmental Studies, Cambridge University Press, India
3. Down to Earth, Centre for Science and Environment, New Delhi.
4. Jadhav, H. and Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
5. Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pvt. Ltd., Delhi.
6. Kaushik, A. and Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
7. Mahapatra, R., Jeevan, S.S. and Das, S. 2017. Environment Reader for Universities, Centre for Science and Environment, New Delhi.
8. Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.
9. Raven, P.H., Hassenzahl, D.M. and Berg, L.R. 2012. Environment. 8th edition. John Wiley & Sons.
10. Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
11. Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar
12. Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.
13. Saroj A., Kaur R., Walia H., Kaur T, 2021. Environmental Studies - A Holistic Approach, KLS Publishers.

Suggested Websites:

1. <https://nss.gov.in>
2. <https://moef.gov.in>
3. <http://punervis.nic.in>
4. <https://www.unep.org>

Course Outcomes:

CO-1	To learn about the sustainable environment.
CO-2	To gain the knowledge ecosystem and its functioning.
CO-3	To know about the water conservation programs like rain water harvesting and water shedding and to gain knowledge of environmental (air, water and pollution) protections acts.
CO-4	To know about the role and importance of NSS– a volunteer organization, in making up a better environment and to maintain better health and hygiene.

Semester - IV

BCG 403: GOODS AND SERVICE TAX (GST)

Time: 3 Hours

Credit Hours per

Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

The purpose of this paper is to provide knowledge regarding the process of valuation, payment and filing of returns in GST so that students will be able to file self-returns.

Course Content:

SECTION-A

GST Act 2017: Overview, Constitutional aspects, Implementation, Liability of Tax Payer, GST Council, Brief Introduction to IGST, CGST, SGST and UGST. Levy and collection.

Exemption from GST: Introduction, Composition Scheme and remission of Tax.

SECTION-B

Registration: Introduction, Registration Procedure, Special Persons, Amendments /Cancellation.

Supply: Concept, including composite supply, mixed supply, interstate supply, intra-state supply, supply in territorial waters, place and time of supply.

SECTION-C

Input Tax Credit: Introduction, Tax Invoice Credit & Debit notes, e-way bill- Pros and cons, reference to compliance issues.

Computation of GST Liability and Payment including time, method of making payment, challan generation, CPIN, TDS &TCS. Reverse charge.

SECTION-D

Returns: various returns to be filed by the assesses.

GST Portal: Introduction, GST Eco-system, GST Suvidha Provider (GSP), Uploading Invoices

Books Prescribed:

1. *Taxmann: Taxmann's GST Manual 2017. Taxman, Publications (P) Ltd.*
2. *Datey V.S., Taxmann's GST Ready Reckoner Taxman, Publications (P) Ltd.*
3. *Gupta S.S., GST-How to meet your obligations 2017. Taxman, Publications (P) Ltd.*
4. www.cbec.gov.in

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	This subject will help to know the tax system in India particularly GST
CO2	The students will gain knowledge regarding the process of Valuation, payment and filing of returns in GST so that students will be able to file self-returns.
CO3	After the successful completion of this subject the student can become a GST Professional Advisor or/ and consultant.

Semester - IV

BCG-405: PRINCIPLES AND PRACTICES OF BANKING AND INSURANCE

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective:

The objective of this subject is to prepare the students for banking and insurance industry.

Course Content

SECTION-A

Banks: Their types and functions, Management and organizational set up of commercial banks, Impact of Banking reforms on organizational structure of banks (with SBI as model), Management of deposits, Advances and loans in commercial banks. Central Bank-their role, objectives and functions Reserve Bank of India and its monetary policy since 1951. Present structure of commercial banking in India. State Bank of India.

SECTION-B

Reforms and Indian Banking. Structure, Organisation and regulation of Indian Money Market and Capital Market. Introduction to mutual Funds. Introduction to merchant banking. Introduction to Asset Liability Management.

E- Banking. Electronic Transfer of Funds, Internet Banking. Financial Inclusion-Concept & Importance

SECTION-C

Insurance: Concept, Principles and Its relevance in developing country like India. Attitude towards the insurance cover.

Life Insurance: Nature & use of Life Insurance – distinguishing characteristics of life insurance contracts

SECTION-D

Origin and growth of non-life insurance: Salient features of insurance Act & IRDA Act. Features of some policies of life insurance & general insurance. Progress in privatization of insurance sector.

Books Prescribed:

1. *Neelam C Gulati, „Banking and Insurance: Principles & Practices“, Excel Books*
2. *Indian Institute of Banking and Finance, „Principles and Practices of Banking, Mcmillan Education.*
3. *Jyotsna Bhatia and NishwanSethi, „Elements of Banking and Insurance“, PHI*
4. *S.S. Kundu, Principles of Insurance and Banking“,*

Note: Latest edition of suggested books may be considered.

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Upon the completion of the course Students will be able to know the basics of Indian Banking system and its structure, various types of Accounts in Banks, documentation procedure during lending and management and organizational structure of Banks in India.
CO2	It will give the knowledge about Financial markets and its instruments and recent trends in banking like Merchant banking and E-Banking ,etc.
CO3	This course will provide a basic understanding of the insurance mechanism. It explains the concept of insurance and how it is used to cover risk.
CO4	It will provide an overview of major life insurance and general insurance products.
CO5	It will familiarize the students with regard to Banking and Insurance sector Regulators (RBI, IRDA) and their Rights, Powers and guidelines.

Semester - IV
BCG-406: COST ACCOUNTING

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the paper setters/examiners:

1. The Question Paper covering the entire course shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
3. The candidates are allowed to use [Non-Scientific] calculator.

Course Objective:

To understand the basic concepts and processes used to determine product costs, interpret cost accounting statements, evaluation of information for cost ascertainment, planning, control and decision making and to act as Cost accountant, Administrators, Appraisers, Secretarial Consultants, Tax Consultants, Advisors in company matters etc.

Course Content:

SECTION-A

Meaning, nature, scope & advantages of Cost Accounting. Distinction between Cost & Financial Accounting, Elements of Cost – materials. Purchase & Storage, Control & Pricing, Issue & Evaluation. Labour – Meaning Components of Labour Cost, Accounting and Control of idle time and Overtime Costs,

SECTION-B

Overheads – Classifications Allocations, Absorption and Accounting. Introduction to Activity Based Costing. Reconciliation of Cost and Financial Accounts.

SECTION-C

Methods – Unit Costing, Job, Batch, Contract, Process,

SECTION-D

Cost Control – Marginal Costing, BreakEven Analysis, Budgetary Control, Standard Costing.

Books Prescribed:

1. H.J. Wheldon : Cost Accounting & Costing Method

2. N.K. Prasad : Cost Accounting

Note:- There will be 50% numerical questions in Section-B and Section-C of the question paper

Note: Latest edition of text book may be used

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the various costs on the basis of element, behaviour and functions. It helps in ascertaining the cost of material, labour and overhead allocation and to understand the basic concepts and processes used to determine product costs, interpret cost accounting statements, evaluation of information for cost ascertainment, planning, control and decision making.
CO2	Understand the various techniques of costing like Contract, Process, Standard and Marginal and Analyses the cost of both person and operation and helps in preparation of budget and implementation of budgetary actions.
CO3	Analyze the requisite data and fix the price of products manufactured and services rendered
CO4	Act as Cost accountant, Administrators, Appraisers, Secretarial Consultants, Tax Consultants, Advisors in company matters etc. and they will be able to find opportunities in Management of public & private sector enterprises, Financial institutions, All India Cost Accounts Service (ICAS) , Teaching , Consultancy and Independent practice.

Semester - IV

BCG-407: SEMINAR

Max. Marks: 50
Credit Hours per Week: 2
Total Teaching Hours: 30

Semester - IV

GROUP- I : BANKING

BCH-408: ACCOUNTING FOR BANKERS

Time: 3 Hours

Credit Hours per Week: 4
Total Teaching Hours: 60
Max. Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
3. The candidates are allowed to use [Non-Scientific] calculator.

Course Objective:

To understand the basic concepts of Interest Calculation, Annuity Calculation and EMI Calculation, Accounting for NPA etc. in banking sector.

Course Content:

SECTION-A

Basics of Business Mathematics-Calculation of Simple Interest and Compound Interest –Fixed and Floating Interest Rates - Calculation of EMIs - Calculation of front end and back end interest Calculation of Annuities and YTM - Calculation of provisions for NPA and risk weights for Basel Committee Recommendations Interest calculation using products/ balances Capital Budgeting - Discounted cash flow - net present value pay back methods Depreciation- different types – methods of calculation

SECTION-B

Accounting in Banks / Branches-Definition & Scope and Accounting Standards-Nature and purpose of accounting; historical perspectives-Origins of accounting principles-accounting standards and its definition and Scope.

SECTION-C

Bank Accounting and Balance Sheet-Rules for bank accounts, cash / clearing / transfer vouchers / system -subsidiary book and main day book - General Ledger - Branch v/s Bank Accounts. Operational Aspects of KYC Customer service, Deposit Accounts, Loan Accounts, CBS Environment. Bank Balance Sheet Structure-accounts-categories-Assets, Liabilities and Networth Components.

SECTION-D

Accounting for NPA/ Provisioning/ Suit Filed Accounts. Final Accounts of Banking Companies. Disclosure requirements. Bank Reconciliation Statement-Capital & Revenue Expenditure/Inventory Valuation/Bill of Exchange–Leasing and Hire-Purchase Company accounts-Accounting from in complete records– Ratio Analysis.

Books Prescribed:

1. IIBF, “*Accounting and Finance for Bankers:(For JAIIB Examinations)*”, 2008, Macmillan Publishers
2. Morton, D. Walter, “*Banking and Bank Accounting: An Advanced Seton the Individual Business Practice Plan*”, 2011, BiblioBazaar
3. Neal, E. Virgin, “*Modern Banking and Bank Accounting: Containing a Complete Exposition of the Most Approved Methods of Bank Accounting*”, 2010, Bibliobazaar

Note: Latest edition of the textbook may be used

COURSE OUTCOMES MAPPING WITH PSOS (PROGRAMME SPECIFIC OUTCOMES) (ATTAINMENT OF COURSE OUTCOMES) (CO):

Sr. No.	On completion of this course, the students will be able to:
CO1	This subject introduces the basic concept of Business Mathematics: Interest Calculation, Annuity Calculation and EMI Calculation.
CO2	Able to evaluate Capital Budgeting Projects with different techniques.
CO3	To understand Accounting in Banks and Branches including Rules for Bank Accounts, Account Books, Accounting for NPA, Final Accounts of Banking Companies and Bank Reconciliation Statement.
CO4	After the successful completion of this subject the students should have clear knowledge about Inventory Valuation, Bill of Exchange, lease and Hire Purchase and Ratio Analysis.

Semester - IV

GROUP-II: PROJECT AND PRODUCTION MANAGEMENT

BCH- 409: PROJECT EVALUATION AND MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course objective:

The goal of the course is to give students the tools to initiate a project plan, manage both stakeholders and relationships, organize their team, develop a project charter, and build a business case for a project. project management helps in the successful development of the project's procedures of initiation, planning, execution, regulation and closure as well as the guidance of the project team's operations towards achieving all the agreed upon goals within the set scope, time, quality and budget standards.

SECTION-A

Project Identification Analysis: Socio-economic Consideration in Project Formulation; Social Infrastructure Projects for Sustainable Development; Investment Opportunities; Project Screening and Presentation of Projects of Decision Making; Expansion of Capacity; Diversification.

SECTION-B

Market and Technical Analysis: Market and Demand Analysis – Market Survey, Demand Forecasting, Uncertainties in Demand Forecasting;

Technical Analysis–Product Mix, Plant Capacity, Materials and Inputs, Machinery and Equipment.

Project Costing and Finance: Cost of project; Cost of production; Break even Analysis; Means of Financing Project; Tax Aspects in Project Finance; Role of Financial Institution in Project Finance.

SECTION-C

Project Appraisal: Time Value of Money; Project Appraisal Techniques – Playback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return, Benefit Cost Ratio; Social Cost Benefit Analysis; Effective Rate of Protection.

Risk Analysis: Measures of Risk; Sensitivity Analysis; Stimulation Analysis; Decision Tree Analysis.

SECTION-D

Project Scheduling/Network Techniques in Project Management: CPM and PERT Analysis; Float times; Crashing of Activities; Contraction of Network for Cost Optimization, Updating; Cost Analysis of Resources Allocation. Basic knowledge of the leading softwares for Project Planning and Analysis.

Books prescribed:

1. Bhavesh, M. Patel, “Project Management–Strategic Financial Planning Evaluation and Control”, 2000, Vikas Publishing House Pvt. Ltd.
2. Chandra, P, “Project Management.”, 2007 Tata McGraw Hill.
3. Wysocki and Robert K., “ Effective Project Management.”, 2000, John Wiley and Sons, USA.

***Course Outcomes (CO) Mapping with PSOs (Program Specific Outcomes)
(Attainment of Course Outcomes)***

Sr. No.	On completion of this course, the students will be able to:
CO1	To gain knowledge in essential elements of management
CO2	To acquire skill in designing project proposal for various domains.
CO3	To understand and analyze different techniques of project management- financial, technical, and environmental and market demand.
CO4	To develop the abilities in project evaluation techniques like PERT, CPM etc.,

Semester - IV

GROUP-III: INSURANCE

BCG-410: ACCOUNTING FOR INSURERS

Time: 3 Hours

Credit hours per Week: 4

Total teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course objective: The curriculum provides knowledge about banking, insurance, investments and portfolio management, international finance etc. The course offers vast employment potential in the banking sector, insurance sector, investment and merchant banking activities, capital markets, share Broking and derivatives market.

Course Content:

SECTION-A

Elementary Principles of Accounts: Basic Principles of Double Entry, Group of Accounts. Principle of Journal and Ledger, Cash Book , Trial Balance , Final Accounts, Distinction betweenCapital and Revenue Expenditure ,Trading Account , Balance Sheet
Accounting Procedures -Premium Accounting: Accounting of Premium, Renewal Premium, SSS Business Accounting Procedures.

SECTION-B

Application of Financial Management Concept in Insurance Industry:

Introduction – Different Financial Management Concepts, Assets Risks, Market Risks, Realization Risk, Asset Liability Management, Cash Management, Capital Market Financial Ratioin Life Insurance Industry.

SECTION-C

Introduction to Underwriting: Insurance Profile of an Underwriter, Underwriting Purpose & Objectives of Underwriting, Importance of Underwriting, The Underwriting Process, Functions of Underwriting, Risk selection, Classification & Rating, Policy Forms. Rate Making, Types of Underwriters, Underwriting Decisions, Policies on Preferred / Standard / Sub-standard Basis, Monitoring Underwriting Decisions.

SECTION-D

Reinsurance: Definition of reinsurance, utility of reinsurance, health insurance and reinsurance models, products supported by reinsurers, white labelling, social reinsurance annual reinsurance programme.

Books Prescribed:

1. Barnett, Samuel “ *Life Insurance Accounting*” ,2012, General Books
2. American Institute of Certified Public Accountants, “*Deposit Accounting: Accounting For Insurance and Reinsurance Contracts*”, 1998 , The Institute
3. Hennis, John L , “*Principles of Insurance Accounting*” Mid America PublishingCorporation

COURSE OUTCOMES MAPPING WITH PSO’S (Programme Specific Outcomes)(Attainment of Course Outcomes)

Sr. No.	On the completion of the course Studentswill be able to:
CO- 1	Get knowledge of basic accounting and its concepts such as journal, ledger, subsidiary book, journal proper and bank reconciliation statements.
CO- 2	Application of financial management concepts like assets liability management, cash management etc.in insurance industry.
CO- 3	Understand insurance reserves andaccounting.
CO- 4	Understand the practical aspects of reinsurance and underwriting in insurance sector.

Semester - IV

GROUP – IV: INTERNATIONAL BUSINESS

BCH- 411 INTERNATIONAL FINANCIAL MANAGEMENT

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the paper setters/examiners:

- 1.The Question Paper covering the entire course shall be divided into four sections (A-D).
- 2.Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
3. The candidates are allowed to use [Non-Scientific] calculator.

Course Objectives: This course aims to provide students with an in-depth knowledge of international financial markets, determinants of exchange rates, currency derivatives, international arbitrage and interest rate parity, and exchange rate risk management.

Course Content:

SECTION-A

Foreign Exchange System: The Internationalization of Business and Finance, Alternatives Exchange Rate System; International Monetary System, The European Monetary System. Foreign Exchange Rate Determination: Introduction To Spot Market And Forward Market; Setting The Equilibrium Spot Exchange Rate; Factors Affecting Currency Value; Bop Approach And Asset Market Approach.

SECTION-B

Role of Central Bank In Determination Of Exchange Rates; Parity Conditions In International Finance; Purchasing Power Parity.

Foreign capital budgeting decisions of an MNP: Ascertainment of Cash Outlay and Future Cash Inflows for Parent and Subsidiary, Profitability Analysis of Project for Parent under Different Situation.

SECTION-C

Country risk analysis: Country Risk Analysis, Measuring And Managing Political Risk, Firms Specific Risk; Country Risk Analysis, Study Of Economic And Political Factors Posing Risk,

Country Risk Analysis In International Banking

SECTION-D

Measuring and Managing Various Exposures: Alternative Measures of Foreign Exchange Exposure. **Risk Hedging**, Measuring and Managing Transaction Exposure; Measuring and Managing Operating Exposure.

Foreign Exchange Risk Management; Foreign Exchange Instruments, Currency Futures and Options Market; Interest Rates and Currency Swaps; Interest Rate Forwards and Futures.

Books Prescribed:

1. Shapiro, Allan C “*Multinational Financial Management*”, 2003, John Wiley and Sons, Singapore.
2. Apte P.G., “*International Financial Management*”, 2009, Tata McGraw Hill, India.
3. Bhalla, V.K., “*International Financial Management*”, 2008, Anmol Publications, India.
4. Eitman, Stonehill and Moffett, “*Multinational Business Finance*”, 2004, Pearson Education, India.

COURSE OUTCOMES MAPPING WITH PSO'S (Programme Specific Outcomes)**(Attainment of Course Outcomes)**

Sr. No.	On the completion of the course Students will be able to:
CO1	Students would recall and discuss the need of Derivatives market with the changing business scenario. They would be aware of derivative products like forward contracts, futures contract, etc.
CO2	Students would be well versed with the various terms related to Foreign Exchange accounts, foreign exchange quotes and major foreign currencies around the world.
CO3	Students would discuss about various risk in foreign exchange dealings and management of the risk using various hedging techniques and theories for determination of foreign exchange rate and would know calculation of forward rate and spot rate.

Semester - IV

BCG-404: INDIAN ECONOMY

Credits: 4
L-T- P
4 -0- 0
Time: 3 Hours

Credit Hours :4
Total Hours: 60
Total Marks: 100
Theory: 75 Marks
Internal Assessment: 25 Marks

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A, B, C, D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A,B ,C, D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section-A

Meaning and Characteristics of underdevelopment - salient features of Indian Economy – factors responsible for development - development as distinct from growth - a comparison between Indian and other developing economies like China, Pakistan, Taiwan, Korea will give a better idea of development.

Section- B

Planning in India - meaning, process, and approaches. Five Year Plans- Objectives in general and targets and performance.

Agricultural role in Indian Economy (Contribution to GNP, employment, etc..) Problems of low productivity - Land Reforms - need and scope. The food problem and Green Revolution; Mechanisation - desirability and feasibility.

Section - C

Agricultural Marketing - Regulated Markets - warehousing - Role of Agricultural Prices commission (APC) - Procurement Policy - Buffer - Stock - Dual Pricing - Role of FCI. Agricultural Credit: Need and Sources.

Section - D

Industry - importance - Role of Small Scale Industry - some large scale industries (Iron & Steel, Cotton, Textiles, Sugar, Jute, Petro-chemicals, Tea, etc..) Industrial Sickness - causes and measures; Industrial Policy Resolutions (of 1956, 1985 & 1991)

Suggested Readings:

1. Rudar Datt, Sundaram,K.P.M., “Indian Economy”, 2012, S. Chand & Co., New Delhi.
2. Jhingan, M.L. “The Economics of Development & Planning”, 22nd Revised Edition, Konark Publications, New Delhi.
3. Sankaran S, “Indian Economy: Problems, Policies and Development”, 1994, Margham Publication, Chennai.

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4. RBI Bulletin, Primit Chaudhury, The Indian Economy, Poverty and Development, Vikas Publishing House, New Delhi.
5. Velayutham, "Foreign Trade, Theory & Practice", S. Chand & Co., New Delhi.

Note: Latest edition of text book may be used.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	Acquire understanding about various sectors of the Indian economy
CO2	Analyse various issues related to Indian Agriculture sector
CO3	Get an in-depth understanding about Indian Industrial sector, in general and small scale and large scale Industries in particular
CO4	Get an overview of Agricultural Marketing and Agricultural Prices,
CO5	Acquire knowledge about Industrial Policy Resolutions

Semester - IV

BENC-2405: ENGLISH (COMPULSORY)

Time: 3 Hours

Max. Marks :

100

Theory : 75

Internal Assessment : 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section A: 15 Marks

Section B: 24 Marks

Section C: 26 Marks

Section D: 10 Marks

Section–A

1. **Twenty (20)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set for the students to attempt **any Fifteen (15)** (1 X 15= 15 Marks)

Section–B

2. **TWO** questions (with sub parts) based on strategies and skill development exercises in Unit-III and Unit-IV of the prescribed text book *Making Connections* will be set. The number of items in each question will be 50% more than what a student will be expected to attempt so that the question provides internal choice. (2X8= 16 Marks)
3. **ONE** question based on 'Beyond the Reading' section at the end of each chapter of the prescribed textbook, *Making Connections* will be set. (1X8 = 8 Marks)

Section–C

4. **One** question (with internal choice) requiring students to explain a stanza with reference to context will be set. The stanzas for explanation will be taken from the poems prescribed in the syllabus. (1X6= 6 Marks)
5. **Five** questions on central idea, theme, tone and style etc. from the prescribed textbook, *Moments in Time* will be set. The students will be required to attempt any Four of these questions. (5X4= 20 Marks)

Section-D

6. The students are required to write a **Notice** on a topic related to college activities. (1X5= 5 Marks)
7. Translation of a given paragraph from English to Punjabi/Hindi. (1X5= 5 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.

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3. To understand those texts on the basis of careful reading.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed,conscious,creative ,and compassionate human beings.

Course Contents:

- I. *Making Connections*: Unit –III & Unit- IV
- II. *Moments in Time*: poems at serial No.7-12
- III. Unit 69-91 from *Murphy’s English Grammar*.

Text books Prescribed

1. *Making Connections* by Kenneth J. Pakenham 3rdEdn. CUP
2. *Moments in Time: An Anthology of Poems*, G.N.D.U. Amritsar
- 3 *Murphy’s English Grammar 4th Edition* (by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. develop an understanding of the poems taught and be able to answer questions regarding situations, themes and characters depicted in them.
2. comprehend the basics of grammatical rules governing adjectives, adverbs, conjunctions and prepositions.
3. enhance their reading and analysing power of texts through guided reading.
4. enrich their vocabulary and use newly learnt words in both spoken and written language.
5. develop skills to write an essay on a given topic.

**B. A., B. A. (GTT), B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
SEMESTER-IV**

**BPBI-2401
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ**

Credit & Marks Distribution and Pre-Requisites of the Course

Course title &Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			L	T	P	Theory	IA	
ਲਾਜ਼ਮੀ ਪੰਜਾਬੀ BPBI-2401	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective	ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)
<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀ ਨੂੰ ਵਾਰਤਕ ਰੂਪ ਸਵੈਜੀਵਨੀ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ਵਿਦਿਆਰਥੀ ਨੂੰ ਨਾਟਕ ਕਲਾ/ਰੂਪ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ਵਿਦਿਆਰਥੀ ਲੇਖ ਰਚਨਾ ਤੇ ਇਸਤਿਹਾਰ ਲਿਖਣ ਦੀ ਮੁਹਾਰਤ ਵਿਕਸਤ ਕਰਨੀ। ਵਿਦਿਆਰਥੀ ਦੀ ਸ਼ਬਦ ਜੋੜਾਂ ਪ੍ਰਤੀ ਸਮਝ ਨੂੰ ਵਿਕਸਤ ਕਰਨਾ। 	<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀ ਵਾਰਤਕ ਰੂਪ ਸਵੈਜੀਵਨੀ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ। ਵਿਦਿਆਰਥੀ ਨਾਟਕ ਕਲਾ/ਰੂਪ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ। ਵਿਦਿਆਰਥੀ ਰਚਨਾਤਮਕ ਮੁਹਾਰਤ ਹਾਸਲ ਕਰੇਗਾ। ਵਿਦਿਆਰਥੀ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗੇ। ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਸ਼ਬਦ ਪੰਜਾਬੀ ਲਿਖਣ ਦੀ ਕਲਾ ਵਿਕਸਤ ਹੋਵੇਗੀ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੇਢ-ਡੇਢ) ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ (Objective Type) 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਸਿਲੇਬਸ ਦੇ ਬਾਕੀ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਲੇਖ ਨੁਮਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 15 ਅੰਕ ਹੋਣਗੇ। ਪੇਪਰ ਸੈਂਟਰ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

**ਪਾਠ-ਕ੍ਰਮ
ਭਾਗ-ਪਹਿਲਾ**

ਗਲੀਏ ਚਿਕਤੂ ਦੂਰਿ ਘਰੁ (ਸਵੈਜੀਵਨੀ)
ਸ. ਸ. ਵਣਜਾਰਾ ਬੇਦੀ, ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
(ਨਾਇਕ ਬਿੰਬ/ ਵਿਸ਼ਾ ਵਸਤੂ/ ਸਾਰ)

ਭਾਗ-ਦੂਜਾ

ਫ਼ਾਸਲੇ
ਜਤਿੰਦਰ ਬਰਾੜ, ਨਾਨਕ ਸਿੰਘ ਪੁਸਤਕਮਾਲਾ, ਅੰਮ੍ਰਿਤਸਰ।
(ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਨਾਟਕ ਕਲਾ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਲੇਖ ਰਚਨਾ (ਸਮਾਜਕ, ਸਭਿਆਚਾਰਕ, ਇਤਿਹਾਸਿਕ ਅਤੇ ਵਿਦਿਅਕ ਸਰੋਕਾਰਾਂ ਸੰਬੰਧੀ)
(ਅ) ਅਖਬਾਰ ਵਿਚ ਇਸਤਿਹਾਰ

ਭਾਗ-ਚੌਥਾ

ਵਿਆਕਰਨ:
(ੳ) ਸ਼ਬਦ-ਜੋੜਾਂ ਦੇ ਨਿਯਮ
(ਅ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ

**B. A., B. A. (GTT), B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
SEMESTER-IV**

BPBI-2402

ਮੁਢਲੀ ਪੰਜਾਬੀ

(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks		Time Allowed in Exam
			L	T	P	Theory	IA	
ਮੁਢਲੀ ਪੰਜਾਬੀ BPBI-2402	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective

- ਵਿਦਿਆਰਥੀ ਨੂੰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਵਾਕ ਬਣਤਰ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ।
- ਵਿਦਿਆਰਥੀ ਦੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਧਾਉਣਾ।
- ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਲਿਖਤੀ ਸੰਚਾਰ ਦੇ ਹੁਨਰ ਨੂੰ ਹੋਰ ਪਰਪੱਕ ਕਰਨਾ।

ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)

- ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਤੇ ਵਰਤੋਂ ਰਾਹੀਂ ਭਾਸ਼ਾਈ ਗਿਆਨ ਵਿਕਸਿਤ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੈਰ੍ਹਾ ਰਚਨਾ ਅਤੇ ਸੰਖੇਪ ਰਚਨਾ ਕਰਨ ਦੀ ਮੁਹਾਰਤ ਪੈਦਾ ਹੋਵੇਗੀ।
- ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਚਿੱਠੀ ਪੱਤਰ ਦੀ ਕਲਾ ਦਾ ਵਿਕਾਸ ਹੋਵੇਗਾ।
- ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਗਿਆਨ ਤੇ ਹੁਨਰ ਹੋਰ ਪਰਪੱਕ ਹੋਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 01-01 ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ (Objective Type) 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਦੂਜੇ ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਭਾਗ ਵਿਚੋਂ 8-8 ਅੰਕਾਂ ਦੇ 3 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕੋਈ 2 ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਭਾਗ-ਤੀਜਾ ਵਿਚ 2-2 ਅੰਕਾਂ ਦੇ ਵਿਭਿੰਨ ਸਮਾਜਕ/ਸਭਿਆਚਾਰਕ ਪ੍ਰਸਥਿਤੀਆਂ ਦੇ ਅੰਤਰਗਤ 8 ਵਾਕ ਬਣਾਉਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚੌਥੇ ਭਾਗ ਵਿਚ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਤਿੰਨ ਵਿਸ਼ੇ ਦਿੱਤੇ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਵਿਸ਼ੇ ਨਾਲ ਸੰਬੰਧਿਤ 16 ਅੰਕਾਂ ਦਾ ਪੈਰ੍ਹਾ ਰਚਨਾ ਕਰਨਾ ਹੋਵੇਗਾ। ਭਾਗ ਪੰਜਵਾਂ ਵਿਚ 16-16 ਅੰਕਾਂ ਦੇ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਜਿਸ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਇਕ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨਾ ਹੋਵੇਗਾ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ:
ਮੁਢਲੀ ਜਾਣਕਾਰੀ (ਭਾਵੇਂਸ਼, ਸ਼ਬਦ, ਵਾਕੰਸ਼, ਉਪਵਾਕ, ਵਾਕ)

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬੀ ਵਾਕਾਂ ਦੀ ਵਰਤੋਂ:
ਵਿਭਿੰਨ ਸਮਾਜਕ/ਸਭਿਆਚਾਰਕ ਪ੍ਰਸਥਿਤੀਆਂ ਦੇ ਅੰਤਰਗਤ - ਘਰ, ਬਾਜ਼ਾਰ, ਮੇਲੇ, ਸਿਨੇਮੇ, ਵਿਆਹ, ਧਾਰਮਿਕ ਸਥਾਨਾਂ ਵਿਚ ਅਤੇ ਦੋਸਤਾਂ ਆਦਿ ਨਾਲ।

ਭਾਗ-ਤੀਜਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-I: ਪੈਰ੍ਹਾ ਰਚਨਾ

ਭਾਗ-ਚੌਥਾ

ਪ੍ਰਕਾਰਜੀ ਪੰਜਾਬੀ-II:
(ੳ) ਚਿੱਠੀ ਪੱਤਰ
(ਅ) ਸੰਖੇਪ ਰਚਨਾ

BPHC-2404 PUNJAB HISTORY & CULTURE (AD.1606-1849)
(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)

Time: 3 Hours

Credit : 4
L- T- P

4-0-0
Total Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the Paper Setters:

Question paper should consist of two sections—Section A and Section B. The paper setter must ensure that questions in Section–A do not cover more than one point, and questions in Section–B should cover at least 50 per cent of the theme.

Section–A: The examiner will set 15 objective type questions out of which the candidate shall attempt any 10 questions, each carrying 1½ marks. The total weightage of this section will be 15 marks. Answer to each question should be in approximately one to two sentences.

Section–B: The examiner will set 8 questions, two from each Unit. The candidate will attempt 4 questions selecting one from each Unit in about 1000 words. Each question will carry 15 marks. The total weightage of this section will be 60 marks.

Note: The examiner is to set the question paper in two languages: English & Hindi.

Course Objectives: The main objective of this course is to introduce the students who are not domicile of the Punjab with the history and culture of the Punjab during 1606-1849 A.D. It aims to provide information regarding the transformation of Sikhism under Guru Hargobind Sahib, martyrdom of Guru Tegh Bahadur, circumstances leading to the creation of KhalsaPanth, Rise of Banda Bahadur and the Punjab under the Sikh Misl. It also intends to provide information regarding the establishment of the Sikh rule by Ranjit Singh and his administrative system in the Punjab.

Unit-I

1. Transformation of Sikhism under Guru Hargobind.
2. Martyrdom of Guru TegBahadur.

Unit-II

3. Creation of the Khalsa .
4. The Khalsa and its impact on the Punjab.

Unit-III

5. Rise of Banda Bahadur and his achievements.
6. Rise of Misl.

Unit-IV

7. Ranjit Singh's rise to power; Civil, Military and Land Revenue Administration.

Bwg-c00w

8. Art,Architecture, Folk Music, Fair and Festivals in the Punjab during the medievalperiod.

Suggested Readings:-

1. P.N. Chopra, B.N. Puri, & M.N Das, A Social, Cultural & Economic Historyof India-Vol. II., Macmillan India, New Delhi, 1974.
2. J.S Grewal, The Sikhs of the Punjab, Cambridge University Press, New Delhi,1994.
3. FaujaSingh,A History of the Sikhs-Vol. I & II, Punjabi University,Patiala, 1972.
4. Kushwant Singh, A History of the Sikhs-Vol. I (1469-1839),OxfordUniversity Press, New Delhi, 2011.
5. Kirpal Singh, History and Culture of the Punjab-Part II (Medieval Period), PublicationBureau, Punjabi University, Patiala, 1990.

COURSE OUTCOMES:

After completion of the course, the students will be able to learn:

- CO-1 Major changes brought in the Sikhism after adoption of the New Policy by GuruHargobind Sahib.
- CO-2 Martyrdom of Guru Tegh Bahadur and its impact.
- CO-3 Changes in the Sikhism after creation of the Khalsa Panth.
- CO-4 The legacy and impact of Banda Bahadur and Maharaja Ranjit Singh's rule in thePunjab.
- CO-5 Cultural growth in the Punjab during the period under study

Semester - IV

ESL–222: ENVIRONMENTAL STUDIES–II (COMPULSORY)

Credit Hours (Per Week): 2

Maximum Marks:50 Marks

Instructions for Paper Setters: The question paper will consist of three sections. Candidate will be required to attempt all the sections. Each unit of the syllabus should be given equal weightage of marks. Paper to be set in English, Punjabi and Hindi

Section–A: (16 Marks): It will consist of five short answer type questions. Candidates will be required to attempt four questions, each question carrying four marks. Answer to any of the questions should not exceed two pages.

Section–B: (24 Marks): It will consist of five questions. Candidates will be required to attempt four questions, each question carrying six marks. Answer to any of the questions should not exceed four pages.

Section–C: (10 Marks): It will consist of two questions. Candidate will be required to attempt one question (carrying ten marks) only. Answer to the question should not exceed 5 pages.

Course Objectives:

CO-1	To study the concept of Biodiversity – role, importance, values and its conservation. Hot spots and threats to biodiversity.
CO-2	To create awareness regarding environmental pollution, its causes and effects and preventive measure to control the different types of pollution.
CO-3	To make students aware of growing human population – causes and concern. Family welfare programs. Road safety (Traffic) rules.
CO-4	To know about entrepreneurship development and civil/self defense.

Unit-I**Biodiversity and its Conservation:**

- Definition: Genetic, species and ecosystem diversity.
- Biogeographical classification of India.
- Value of Biodiversity: Consumptive use; productive use, social, ethical, aesthetic and option values.
- Biodiversity of global, National and local levels.
- India as mega-diversity nation.
- Hot-spots of biodiversity.
- Threats to Biodiversity: Habitat loss, poaching of wild life, man wildlife conflicts. Threatened and endemic species of India.
- Endangered species, vulnerable species, and rare species.
- Conservation of Biodiversity: In situ and Ex-situ conservation of biodiversity. National Parks, Wild life sanctuaries, Biosphere reserve, Project Tiger, Project Elephant.

Unit-II**Environmental Pollution:****Environmental Pollution: Concepts and Types**

- Definition, causes, effects and control measures of:
 - a) Air Pollution
 - b) Water Pollution
 - c) Soil Pollution
 - d) Marine Pollution
 - e) Noise Pollution
 - f) Thermal Pollution
 - g) Nuclear Hazards

Bwg–c00w

h) Electronic Waste

- Concepts of hazards waste & human health risks.
- Solid Waste Management: Causes, effects and control measures of municipal, biomedical and e-waste
- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster Management: Floods, Earthquake, Cyclone and Landslides.

Unit-III

Human Population and the Environment

- Human population growth: impacts on environment.
- Population explosion-Family welfare programme.
- Environment and human health: Concept of health and disease, common communicable and non communicable diseases, public awareness
- Human rights.
- Value education.
- Women and child welfare.
- Role of information technology in environment and human health.
- Environment movments in India: Chipko movement, Silent valley movement and other case studies.
- Road Safety Rules & Regulations: Use of Safety Devices while Driving, Do's and Don'tswhile Driving, Role of Citizens or Public Participation, Responsibilities of Public underMotor Vehicle Act, 1988, General Traffic Signs.
- Accident & First Aid: First Aid to Road Accident Victims, Calling Patrolling Police &Ambulance.

Unit-IV

National Service Scheme:

- **Entrepreneurship Development:** Definition & Meaning; Qualities of good entrepreneur; Steps/ ways in opening an enterprise; Role of financial and support service Institutions.
- **Civil/Self Defense:** Civil defense services, aims and objectives of civil defense; Needs for self-defense training.

Field Visits:

- Visit to a local area to document environmental assets–river/forest/grassland/ hill/mountain.
- Visit to a local polluted site–Urban/Rural/Industrial/Agricultural.
- Study of common plants, insects, birds.
- Study of simple ecosystems–pond, river, hill slopes etc.
- Contribution of the student to NSS/any other social cause for service of society.
- Visit to Museum/Science City
- Municipal solid waste management and handling.

Note: In this section the students will be required to visit and write on the environment of an area/ ecosystem/village industry/disaster/mine/dam/agriculture field/waste management/ hospital etc. with its salient features, limitations, their implications and suggestion for improvement.

References/Books:

1. Agarwal, K. C. 2001. Environmental Biology, Nidhi Publications Ltd. Bikaner.
2. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
3. Down to Earth, Centre for Science and Environment, New Delhi.
4. Jadhav, H. & Bhosale, V. M. 1995. Environmental Protection and Laws. Himalaya Pub.
5. Joseph, K. and Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
6. Kaushik, A. & Kaushik, C. P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
7. Miller, T. G. Jr. 2000. Environmental Science, Wadsworth Publishing Co.

8. Sharma, P. D. 2005. Ecology and Environment, Rastogi Publications, Meerut.
9. Booklet on Safe Driving. Sukhmani Society (Suvidha Centre), District Court Complex, Amritsar
10. Asthana, D.K. 2006. Text Book of Environmental Studies, S. Chand Publishing.
11. Kanta, S., 2012. Essentials of Environmental Studies, ABS Publications, Jalandhar.
12. Basu, M., Xavier, S. 2016. Fundamentals of Environmental Studies, Cambridge University Press, India.
13. Mahapatra, R., Jeevan, SS, Das S. 2017. Environment Reader for Universities, Centre for Science and Environment, New Delhi.

Course Outcomes:

CO-1	To know about the meaning of Biodiversity and its role in environment.
CO-2	To know about the causes of different forms of pollution and their control measures.
CO-3	To know about the causes and challenges of growing human population. Women and child welfare programs.
CO-4	To know the development of entrepreneurship and techniques of civil/self defense.